DOCUMENT RESUME

ED 178 773 CE 023 309

TITLE	NOICC - Related Activities: A Review of Federal Programs.
INSTITUTION	Ventura County Superintendent of Schools, Calif.
SPONS AGENCY	California State Dept. of Education, Sacramento.; National Center for Education Statistics (DHEW), Washington, D.C.
PUB DATE	Jul 79
NOTE	297p.
AVAILABLE FROM	Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Stock Number 029-000-00380-7)
EDRS PRICE	MF01/PC12 Plus Postage.
DESCRIPTORS	*Federal Government; *Federal Programs; Government Publications; *Occupational Information; Occupational Surveys; Program Descriptions
IDENTIFIERS	Bureau Labor Statistics; Employment Training Administration; National Center Education Statistics; Office of Education; United States

ABSTRACT

This report represents part of a study undertaken to identify all federal agencies and organizations that (1) have missions in the areas of education, training, or the development or utilization of human resources or (2) collect, analyze, or publish data related to occupational supply and demand. The first part of the report describes programs within the four National Occupational Information Coordinating Committee (NOICC) signatory agencies: Bureau of Labor Statistics, Employment and Training Administration, National Center for Education Statistics, and the Office of Education. Information given for each program within these agencies includes the program name and description, enabling authority, coding structure, principle users, publications, and a contact person. The second part of the report presents an alphabetical listing of non-signatory agencies and organizations. Descriptions in this section are synopses of general office activities and do not describe specific program or service activities within the Department of Health, Education, and Welfare. A final section provides a diagram of the NOICC signatory agencies and component programs, contact lists for signatory and non-signatory agencies, and an index that provides page references for department, program, and general information items. (IRA)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED178773

NOICC

National Occupational Information Coordinating Committee

NOICC-Related Activities: A Review of Federal Programs

July, 1979

DEPARTMENT OF LABOR

Commissioner
Bureau of Labor Statistics

Assistant Secretary
Employment and Training Administration

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

Administrator
National Center for Education Statistics

Commissioner
Office of Education

CE 023 309

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402

Stock Number 029-000-00280-7

TABLE OF CONTENTS

Acknowledgements i

Introduction ii-iii

Signatory Agencies

- Bureau of Labor Statistics (BLS) p. 1-27
- Employment and Training Administration (ETA) p. 28-64
- National Center for Education Statistics (NCES) p. 65-111
- Office of Education (OE) p. 112-155

Non-Signatory Agencies p. 156-249

Aids for Accessing Information

- Diagram of Signatory Agencies and Component Programs, Exhibit I p. 250-251
- List of Contacts for Signatory Agencies, Exhibit II p. 252-266
- List of Contacts for Non-Signatory Agencies, Exhibit III p. 267-276
- Index, Exhibit IV p. 277-283

ACKNOWLEDGEMENTS

This report was prepared with funds provided to the County of Ventura Superintendent of Schools Office through the California State Department of Education. The funds were made available for this project by the National Center for Education Statistics, U.S. Department of Health, Education and Welfare.

Many people have contributed significantly to the preparation of this report. Particular recognition is given to the contact persons named in this document who cooperated in the review and correction of all statements concerning programs and services described. Additionally, the members of Program Resources, Inc. who participated in the writing and editing of this document include:

- Patricia R. Carrico, Editor
- Signe S. Gates, Editor
- Elenita M. Jackson, Principal Writer
- David S. Lipstein, Project Manager
- David P. Mixer, Consultant

INTRODUCTION

The National Occupational Information Coordinating Committee (NOICC) and a system of State Occupational Information Coordinating Committees (SOICCs) have been established by the Education Amendments of 1976 (PL 94-482) to improve coordination, cooperation and communication in the development of an Occupational Information System (OIS) at the National and local levels. In addition, the NOICC is mandated by the Youth Employment and Demonstration Projects Act (PL 95-93) to give special attention to the labor market information needs of youth.

Section 12(a) of the Career Education Incentive Act (PL 95-207) calls for the furnishing of information to interested parties on "Federal programs which gather, analyze, and disseminate occupational and career information." It is believed that this publication will make a significant contribution to that objective. In compiling the information for this publication the researchers have attempted to be comprehensive. They recognize, however, that there may be other agencies or programs that should have been included, and every effort will be made to include all relevant agencies and programs in future revisions of this publication.

As specified in the enabling legislation, four Federal agencies are to cooperate in the establishment of the NOICC. The Bureau of Labor Statistics (BLS) and the Employment and Training Administration (ETA) represent the Department of Labor (DOL). The National Center for Education Statistics (NCES) and the Office of Education (OE) represent the Department of Health, Education and Welfare (DHEW). The operating heads of these four agencies are the actual signatory members of the NOICC.

As an initial step toward meeting its legislative mandates, NOICC had to determine the extent to which Federal agencies and organizations are conducting NOICC-related activities. In this context, NOICC-related activities are defined as the collection, analysis or usage of occupational information. The NOICC conducted this two-part study to identify all Federal agencies and organizations that:

- Have missions in the areas of education, training, or the development or utilization of human resources
- Collect, analyze or publish data related to occupational supply or demand

The first part of the report is presented in four subdivisions corresponding to the NOICC signatory agencies: BLS, ETA, NCES, and OE. The second part of the report presents an alphabetical listing of non-signatory agencies and organizations. Although this part of the report does describe the activities of some offices within the Departments of Labor and Health, Education and Welfare, the descriptions are synopses of general office activites and do not describe specific program or service activities.

At the end of the document, there are three exhibits and an index that provide aids to accessing information in this report. Exhibit I presents a diagram of the NOICC Signatory Agencies and Component Programs. Exhibits II and III are Contact Lists for Signatory and Non-Signatory agencies, respectively, that include names, addresses and phone numbers for persons familiar with the activities described. Lastly, the index, Exhibit IV, provides page references for Departments (CAPITAL LETTERS), programs *(italic type)*, and general information items (standard type).

1. BUREAU OF LABOR STATISTICS (BLS)

Department

LABOR
Bureau of Labor Statistics

Office or Division

Office of Current Employment Analysis

- Provides for the development, analysis, and publication of data on the labor force, employment, unemployment, and persons not in the labor force
- Performs studies covering characteristics of special groups in the labor force, long range projections of the labor force, and broad socioeconomic studies of American workers

Program Name and Description

1. Employment and Unemployment Analysis

Data on the civilian noninstitutional population 16 years and older are obtained monthly from the Current Population Survey of the Bureau of the Census, and by personal interview. Specific data obtained include:

- Employment status by age, sex, race, Hispanic origin, marital status, family relationship, and Vietnam-era veteran status
- Employed persons by major occupational and industry group, class of worker, and full- or part-time status
- Annual average employment levels for detailed occupational and industry groups
- Hours of work
- Unemployed persons by class of worker, occupation and industry of last job, duration of and reasons for unemployment, and methods used to find employment
- Characteristics, work history, and job seeking intentions of persons not in labor force, including data on "discouraged" workers
- Employment status according to residence in metropolitan or nonmetropolitan, poverty or nonpoverty areas

Enabling Authority

29 U.S.C. 2

Coding Structure

- Census Occupational Classification (expected to follow the SOC, as modified)
- Census Industrial Classification

Employment and Unemployment Analysis (cont'd)

Principal Users

- Congress
- Labor force analysts
- Educational institutions and academicians
- Labor economists
- Federal agencies
- State and local governments

Publications

- The Employment Situation (monthly press release)
- Labor Force Developments (quarterly press release)
- Employment and Earnings (monthly)
- Special Labor Force Reports (as completed)
- Employment in Perspective: Minority Workers (to be released quarterly)
- BLS Reports--as completed
- Special analytical articles in the Monthly Labor Review (as completed)

Contact

John Bregger
Room 3826
441 G Street, NW
Washington, D.C. 20212
202-523-1944

Program Name and Description

2. Labor Force Studies

Data on civilian noninstitutional population 16 years and older are obtained monthly from the supplementary questions added to the Bureau of the Census' Current Population Survey; other Government sources; and private and secondary sources. Examples of topics covered by special labor force studies include:

- Selected characteristics of workers, such as marital status and family relationships, work schedules, work experience, multiple job holders, educational attainment, school enrollment, and employment status of young workers

- Labor force status of particular subgroups of the population (e.g., women who head families; women with children), occupational mobility, job tenure of workers, and intensity of job search by the unemployed

Labor Force Studies (cont'd)

- Information on annual, weekly, and hourly earnings by detailed demographic group, full- and part-time status, and union membership status
- Long-range projections of the labor force by age and sex
- Long-range projections of educational attainment of labor force
- Tables of worklife expectancy of men and women (new methodologies for estimating length of working life are being investigated)

Labor force studies are conducted on an irregular, non-recurring basis, but are related to different topics or aspects of the labor force, as outlined above.

Enabling Authority

29 U.S.C. 2

Coding Structure

Census Occupational and Industrial Classification Systems

Principal Users

- Labor force planners and analysts
- Congress
- Educational institutions and academicians
- Minority and special interest groups
- Manpower analysts
- Researchers
- Labor unions
- Corporations
- State and local governments

Publications

- Labor force studies published in Monthly Labor Review (about 10 annually)
- Special Labor Force Reports (as completed)
- BLS Bulletins and reports (as completed)
- Press releases and summaries (as completed)
- Employment in Perspective: Working Women (quarterly)

Labor Force Studies (cont'd)

Contact

Paul Flaim
Room 3826
441 G Street, NW
Washington, D.C. 20212
202-523-1821

Department

LABOR
Bureau of Labor Statistics

Office or Division

Office of Employment Structure and Trends

- Collects, analyzes, and publishes data on nonagricultural industry wage and salary employment, labor turnover, State and local area unemployment, insured unemployment, and employment by occupation and industry
- Prepares and publishes projections of occupational and industry employment for vocational guidance and educational planning

Program Name and Description

1. Industry Employment Statistics, 790 Program
Employment in Nonagricultural Establishments

A mail survey to a sample of 160,000 employer units, which covers 39 percent of total estimated employment, provides monthly data on the total employment and indexes in major nonagricultural industries from 1919 to the current year. Data on production or nonsupervisory workers in major private nonagricultural industries, and women employees in 402 industries are also provided. At the State and area levels, total employment by major industry division is available for each State and 236 areas.

Enabling Authority

29 U.S.C. 2

Coding Structure

S.I.C. for industry

Principal Users

- Manpower planners
- Research economists
- Industrial and market analysts
- Plant location planners

Publications

- The Employment Situation (monthly press release)
- Employment and Earnings (monthly statistical summary)
- Employment and Earnings, United States (annual bulletin)
- Employment and Earnings, States And Areas (annual bulletin)

Industry Employment Statistics, 790 Program (cont'd)

Contact

Joseph Finerty
Room 2084
441 G Street, NW
Washington, D.C. 20212
202-523-1461

Program Name and Description

2. Hours and Earnings, 790 Program

A mail survey to a sample of 125,000 employer units provides monthly data on

- Production workers in mining and manufacturing
- Construction workers in contract construction
- Nonsupervisory workers in nonmanufacturing industries

Specific data are available on gross, aggregate weekly, and seasonal hours and earnings of production or nonsupervisory workers in private nonagricultural industries from 1947 to the current year. In addition, data are available on gross hours and earnings in manufacturing industries for each State and 203 areas.

Enabling Authority

29 U.S.C. 2

Coding Structure

S.I.C. for industry

Principal Users

- Labor economists
- Labor market planners
- Economic researchers
- Market analysts

Publications

- The Employment Situation (monthly press release)
- Employment and Earnings (monthly statistical summary)
- Employment and Earnings, United States (annual bulletin)
- Employment and Earnings, States and Areas (annual bulletin)
- Real Earnings in (month, year) (press release)

Hours and Earnings, 790 Program (cont'd)

Contact

Joseph Finerty
Room 2084
441 G Street, NW
Washington, DC 20212
202-523-1461

Program Name and Description

3. Labor Turnover Statistics, 1219 Program

Estimates for labor turnover or gross movement of wage and salary workers into and out of employment status are based on a mail survey taken each calendar month of approximately 40,000 employer units in 215 manufacturing industries, 7 mining and telephone communication industries. Seasonally adjusted labor turnover rates for manufacturing industries are available for 47 States and 100 areas. Annually, a historical summary is published.

Labor turnover actions are divided into two broad groups: (1) accessions or additions to employment and (2) separations or terminations of employment. Each month cooperating State employment security agencies collect data on labor turnover actions from a sample of establishments drawn from a list of employers subject to unemployment insurance programs. The respondent extracts the figures largely from his personnel or payroll records. Cooperating employers respond to a mailed "shuttle" schedule (DOL form 1219)--i.e., the form is returned to respondents each month of the year for the entry of current data.

Enabling Authority

29 U.S.C. 2

Coding Structure

S.I.C. for industry

Principal Users

- Economists
- Labor market analysts
- Job market analysts
- State employment security offices
- Plant performance evaluators

Labor Turnover Statistics, 1219 Program (cont'd)

Publications

- Labor Turnover in Manufacturing (monthly press release)
- Employment and Earnings (monthly, national data)
- Employment and Earnings--United States (annual bulletin)

Contact

Carol Utter
Room 2089
441 G Street, NW
Washington, D.C. 20212
202-523-1146

Program Name and Description

4. Insured Unemployment Statistics

The ES 203 program, Insured Unemployment Statistics, provides claimant characteristics about persons receiving unemployment insurance. The data are tabulated by taking a sample of claims filed for unemployment insurance benefits in State employment security agencies during the week including the 19th of the month. Data on the insured unemployed are available by major industry attachment, age, sex, race, occupation, duration of unemployment, and State.

Enabling Authority

29 U.S.C. 2

Coding Structure

D.O.T.

Principal Users

- State and national unemployment insurance legislation
- Congress
- State Employment Security Agencies
- Manpower analysts

Publications

Unemployment Insurance Statistics (monthly)

Insured Unemployment Statistics (cont'd)

Contact

Carol Utter
Room 2089
441 G Street, NW
Washington, D.C. 20212
202-523-1146

Program Name and Description

5. Occupational Employment Statistics (OES)

The Occupational Employment Statistics (CES) Program is a Federal-State cooperative program designed to produce State and area data on current and projected occupational employment for use in planning education and training activities. It provides a systematic, conceptually and methodologically consistent approach for the development of these data among the cooperating State employment security agencies, and is an important element in the system of labor market information being developed by the Employment and Training Administration (ETA). The areas of responsibility for the cooperative components are as follows: The Bureau of Labor Statistics has primary responsibility for the technical development and adequacy of the program; ETA is responsible for funding, administration, and the use and application of the data generated by the program in planning and in other activities concerning programs within its scope of responsibility; and the State employment security agencies are responsible for the collection of current occupational employment data from employers, the incorporation of these data into the matrix system, the development of industry employment projections, and the final projections of occupational requirements developed for States and areas.

The OES program has three elements. Briefly, they are as follows:

1. The Occupational Employment Statistics Survey--A mail survey designed to collect current data on wage and salary employment by occupation and industry from nonfarm establishments. The survey is conducted in 45 States over a 3-year cycle: manufacturing industries one year; nonmanufacturing, except trade, the second year; and trade industries the third year.

Occupational Employment Statistics (cont'd)

2. The National/State Industry-Occupation Matrix System--A set of tables (one for each State and the District of Columbia) that, for a specific period of time, show total employment in specific occupational categories, cross-classified by industrial sectors and class of worker categories. These tables are used as a principal tool in preparing estimates of current employment and projections of occupational requirements for States and sub-State areas.

3. The State and Area Occupational Projections Program--A program to assist State employment security agencies in developing estimates and projections of occupational requirements at the State and local levels.

Enabling Authority

- 29 U.S.C. 822
- PL 95-524, Comprehensive Employment and Training Act
- PL 94-482, Educational Amendments of 1976
- PL 95-93, Youth Employment and Demonstration Projects Act of 1977
- PL 94-44, Emergency Jobs Program Extension Act of 1976

Coding Structure

- S.I.C. for industry
- O.E.S. for occupations

Principal Users

- Manpower analysts and planners
- State and local governments
- State Employment Security Agencies
- Education planners

Publications

- Occupational Employment (periodic)
- Occupational Employment Statistics Program Handbook (1977)
- Occupational Employment Statistics Program Survey Operations Manual (2nd Edition, 1974)
- Tomorrow's Manpower Needs (various volumes)

Occupational Employment Statistics (cont'd)

Contact

Brian MacDonald
Room 2488D
441 G Street, NW
Washington, D.C. 20012
202-523-1636

Program Name and Description

6. Occupational Outlook

The Occupational Outlook Handbook contains data on several hundred occupations and 35 major industries. Data are obtained from:

- Personal contacts with businesses, firms, professional societies, trade associations, trade unions, educational institutions and government agencies
- Analysis of secondary data on employment, personal consumption expenditures, output, and earnings
- Analysis of education and training statistics
- Analysis of demographic and technological developments

For each occupation, the following information is presented in the Handbook:

- Employment outlook
- Location of jobs
- Earnings
- Nature of work
- Training
- Entry requirements
- Advancement
- Working conditions

For each industry, the following information is presented in the Handbook:

- Employment outlook
- Location
- Principal occupations
- Earnings
- Nature of the industry
- Training
- Entry requirements
- Advancement
- Working conditions

Occupational Outlook (cont'd)

Enabling Authority

29 U.S.C. 2

Coding Structure

D.O.T.

Principal Users

- Vocational guidance counselors of high school and college students
- Veterans
- Job seekers
- Personnel offices
- Occupational trend researchers

Publications

- Occupational Outlook Handbook (biennial)
- Occupational Outlook Quarterly
- Occupational Outlook Reprint Series (biennial)
- Looking Ahead to a Career (filmstrip with cassette soundtrack showing employment trends in occupations and industries)

Contact

Neal Rosenthal
Room 2913
441 G Street, NW
Washington, DC 20012
202-523-1765

Program Name and Description

7. Projections of Employment by Occupation

Data from the same sources used to compile the Occupational Outlook Handbook produce 10-year projections for about 500 occupations or occupational groups, as well as analyses of technological trends and other factors that affect occupational employment. Projections of the labor force are based upon several assumptions, including:

Projections of Employment by Occupation (cont'd)

- Participation trends in the labor force will continue at current rates
- The economy will continue to expand and to maintain high levels of employment opportunity
- There will be no major war or significant change in the size of the Armed Forces

Enabling Authority

PL 95-524, Comprehensive Employment and Training Act

Coding Structure

- Census
- OES

Principal Users

- Education and training program planners
- Vocational counselors
- Labor market supply and demand analysts

Publications

- Occupational Outlook Handbook (biennial)
- Occupational Projections and Training Data (biennial)
- Occupational Outlook Quarterly
- Special reports (as completed)

Contact

Brian MacDonald
Room 2488 D
441 G Street, NW
Washington, D.C. 20212
202-523-1636

Program Name and Description

8. Local Area Employment and Unemployment Statistics (LAUS)

Monthly data for labor force, employment, and unemployment for States, metropolitan area, counties, and cities of 25,000 inhabitants or more are obtained from a Federal/State cooperative program. Annual average data for all States, and monthly data for the ten largest States, are available from the Current Population Survey. Specific data obtained include:

- Annual average labor force, employment, and unemployment figures for demographic and major occupational groups for 50 States, the District of Columbia, 30 large metropolitan areas, and 10 of their central cities
- Monthly labor force, employment and unemployment figures for 50 States, the District of Columbia, and about 200 major metropolitan areas
- Monthly labor force, employment, and unemployment figures for States, labor market areas, counties and cities. (These figures are used for allocation of Federal funds authorized by law--see Enabling Authority.)

Enabling Authority

- Public Works and Economic Development Act of 1965
- PL 95-524, Comprehensive Employment and Training Act
- Public Works Employment Act of 1976

Coding Structure

Census

Principal Users

- State and local governments
- Economists
- Affirmative action groups
- Congress

Publications

- Geographic Profile of Employment and Unemployment (annual reports)
- Employment and Earnings (monthly Table E-1)
- State, County, and Selected City Employment and Unemployment (monthly)
- CETA Area Employment and Unemployment (monthly)
- Unemployment Rates for States and Local Governments (quarterly)

Local Area Employment and Unemployment Statistics (cont'd)

Contact

Martin Ziegler
Room 2089
441 G Street, NW
Washington, D.C. 20212
202-523-1919

23

Department

LABOR
Bureau of Labor Statistics

Office or Division

Wages and Industrial Relations

The office of Wages and Industrial Relations collects data on straight time earnings by occupation, data on establishment practices, and on supplementary wage provisions by way of five major types of employee earnings surveys.

The five surveys are:

1. Area surveys in selected metropolitan areas, and non-metropolitan areas covering occupations common to a variety of manufacturing and nonmanufacturing industries
2. Industry surveys in selected manufacturing and non-manufacturing industries covering occupations peculiar to the particular industry.
3. A national survey covering selected professional, administrative, technical, and clerical occupations in private employment
4. Surveys of union wage rates and hours of selected journeyman, helper, and laborer classifications covering the union sector of five industries in cities of 100,000 or more
5. Surveys of municipal government workers covering occupational earnings and benefits

Program Name and Description

1. Area Wage Surveys

Information on selected occupations in approximately 170 geographic areas, including about 20 nonmetropolitan areas, is obtained from about 11,000 establishments in a sampling that represents all Standard Metropolitan Statistical Areas, and an additional 9,000 establishments in areas surveyed specifically for the Service Contract Act. More than half of the studies are made for administrative purposes of the Service Contract Act, and provide industry data only. Data for 70 metropolitan areas are projected to provide national and regional estimates.

Specific data obtained includes:

Averages and distributions of wage and salary rates for office clerical, professional and technical, skilled maintenance, material movement, and custodial jobs--by area and by industry group

Area Wage Surveys (cont'd)

- Wage indexes for five occupational groups in selected metropolitan areas

- Every third year, information on work schedules, late shift provisions, and supplementary benefits (paid holiday, vacation, sick leave, health insurance, and pension provisions)

Enabling Authority

29 U.S.C. 2

Coding Structure

S.I.C.

Principal Users

- Wage and salary administrators
- Labor cost estimators
- Unions
- Plant location planners
- Occupational counselors
- Wage analysts

Publications

- Area Wage Surveys (published throughout the year; detailed bulletins 3-4 months after reference period)

- National summaries annually

- Statistical summaries

Contact

Kenneth Hoffmann
Room 4077-C
441 G Street, N.W.
Washington, D.C. 20212
202-523-1536

Program Name and Descriptions

2. Industry Surveys

Data on 40 manufacturing industries and 25 nonmanufacturing industries are obtained through personal field interviews of a representative sample of establishments the number of which depends upon the industry. About 15 industries are studied per year. Each industry has its own survey reference month. Most industries are resurveyed every five years; others, largely nonmanufacturing, are done on a 3-year cycle.

Specific data published includes:

- Averages and distributions of straight-time hourly or weekly earnings for representative occupations, shown for the Nation, regions or selected areas
- Characteristics of the establishment depending on industry and whether studied nationwide or in selected areas
  - Number of employees
  - Union contract coverage
  - Location(s)
  - Other nonoccupational tabulations, and supplementary benefits (paid holiday and vacation, health and life insurance)

While most industries are studied on a nationwide basis, some are studied in selected areas only. Consideration in all cases is given to the establishments' seasonal employments as well as union contract expiration or deferred salary increase and other special characteristics, when selecting survey reference data.

Enabling Authority

29 U.S.C. 2

Coding Structure

- D.O.T.
- Internal coding structure

Principal Users

- Wage and salary administrators
- Unions
- Wage analysts
- Plant location planners
- Labor economists

Industry Surveys (cont'd)

Publications

- Industry Wage Surveys--Locality data issued by regional offices 4-6 months after reference period; detailed bulletins 12-14 months after reference period

- Advanced nationwide regional statistical summaries for selected industries

Contact

Martin E. Personick
Room 4077-E
441 G Street, N.W.
Washington, D.C. 20212
202-523-1309

Program Name and Description

3. Professional, Administrative, Technical, and Clerical Surveys (PATC)

In March of each year, averages and distributions of salary rates for about 90 professional, administrative, technical and clerical work levels are obtained from a sample of about 4,000 establishments and personal interviews. The sample and interviews are performed on selected occupations in private industry, nationwide, and for combined metropolitan areas. The minimum employment in establishments covered by the sample and interviews is from 100-250 employees.

Enabling Authority

29 U.S.C. 2

Coding Structure

- Internal coding structure
- S.I.C.

Principal Users

- Municipal planners
- Counselors
- Economists

Professional, Administrative, Technical, and Clerical Surveys (cont'd)

Publications

- National Survey of Professional, Administrative, Technical and Clerical Pay (end of reference year)
- Preliminary release of statistical summaries in July of reference year
- Separate reports are issued providing data for New York State and the New York and Nassau-Suffolk areas, under contract with New York State.

Contact

William M. Smith
Room 4079
441 G Street, N.W.
Washington, D.C. 20212
202-523-1570

Program Name and Description

4. Union Wage Rates and Hours

Data on selected building and printing trades, local transit, local trucking and grocery stores in cities of 100,000 inhabitants or more are collected by mail survey to 3,950 local union officials. Building trades and local transit are surveyed annually, and the other 3 industries, biennially. In addition, seven major building trades are surveyed quarterly.

Specific data published include:

- Averages and distribution of union wage rates and hours by industry, trade, region and city (except surveys of grocery stores which do not provide averages)
- Wage rates and employer contributions to selected funds, by trade, in individual cities
- Average increases in wage rates and hours by trade and for industry as a whole. Indexes trace changes for several decades for all industries except grocery stores.

Union Wage Rates and Hours (cont'd)

Enabling Authority

29 U.S.C. 2

Coding Structure

- Internal coding structure
- D.O.T.

Principal Users

- Union contract negotiators
- Union labor analysts
- Labor arbitrators
- Industry associations

Publications

- Individual listings for cities (about 6 months after reference period)
- National summaries (within a year of reference period)
- Union Wage Rates in Seven Major Building Trades--quarterly news release
- Final bulletins (3-6 months after summaries)

Contact

Martin Personick
Room 4007-E
441 G Street, N.W.
Washington, D.C. 20212
202-523-1309

Program Name and Description

5. Municipal Government Occupational Surveys

Data on 50 occupations--including 96 work levels--in 27 city governments in cities of approximately 500,000 inhabitants or more are obtained through personal interviews with representatives of each city government studied.

Municipal Government Occupational Surveys (cont'd)

Specific data obtained includes:

- Mean and median salary rates and distribution for professional, administrative, technical, clerical, data processing, skilled maintenance, custodial, protective service, sanitation, and social work occupations
- Information on selected work practices and supplementary benefits

Enabling Authority

29 U.S.C. 2

Coding Structure

Internal

Principal Users

- Union contract negotiators
- Wage examiners
- Arbitrators

Publications

- Municipal Government Wage Surveys (as completed)
- Statistical summaries (released periodically)
- Detailed reports (available 3-6 months after reference period)

Contact

Charles Field
Room 4007
441 G Street, N.W.
Washington, D.C. 20212
202-523-1570

Department

LABOR
Bureau of Labor Statistics

Office Or Division

Occupational Safety and Health Statistics

The Office of Occupational Safety and Health Statistics is responsible for:

- Maintenance of the nationwide employer recordkeeping system on job-related injuries and illnesses
- Collection and analysis of statistics accessed from the employer recordkeeping system
- Collection and analysis of statistics accessed from State workers' compensation records
- Coordination of related supplementary statistics from other sources, such as the Occupational Safety and Health Administration (OSHA), cooperating State agencies, and other Federal agencies which collect data on railroad and mining (except oil and gas extraction). OSHA collects and compiles data for Federal agencies, and develops estimates and incident rates for all work-related deaths, illnesses and injuries.

Program Name and Description

1. Occupational Injuries and Illnesses Survey

Fatal and nonfatal incident rates, lost workdays, and estimates of numbers of occupational injuries and illnesses by industry are obtained from:

- Required records. These records provide comparable data to employers, employees and inspectors.
- A sample of approximately 200,000 employer establishments responding to a mail survey.

The data are obtained every calendar year from employers in manufacturing and nonmanufacturing industries, according to the legislative mandate. (See Enabling Authority)

Enabling Authority

PL 95-596, Occupational Safety and Health Act of 1970

Coding Structure

D.O.T.

Occupational Injuries and Illnesses Survey (cont'd)

Principal Users

- Employers
- Safety and health program planners and administrators
- Safety inspectors
- State and Federal enforcement officials

Publications

- President's Report on Occupational Safety and Health
- Annual press release
- Annual chartbook
- Annual bulletin

Contact

William Mead
Room 4319 C
200 Constitution Avenue, NW
Washington, D.C. 20210
202-523-9275

Program Name and Description

2. Supplementary Data System (SDS)

Various data items are obtained from required reports submitted by employers to State workers' compensation agencies, which uniformly code the data for annual submission by April 15. Data on the number and characteristics of occupational injuries and illnesses, by State, include the nature of injury or illness, part of the body affected, source of injury or illness, type of accident or exposure, and month and year of occurrence. Characteristics of injured or ill employee include industry, occupation, age, sex, and length of service. In addition, data items such as indemnity compensation and medical payments are available from some States.

Enabling Authority

PL 91-596, Occupational Safety and Health Act

Supplementary Data System (cont'd)

Coding Structure

- Census Occupational Classification System
- S.I.C.
- American National Standards Institute (ANSI)

Principal Users

- Government agencies
- Safety professionals
- Educators and researchers
- Federal and State safety enforcement officials

Publications

- State reports on injury and illnesses experience
- Articles in the Monthly Labor Review
- Standard tabulations on microfiche and individual injury and illness on magnetic tape are available for a fee through the National Technical Information Service, 5285 Fort Royal Road, Springfield, VA 22161

Contact

Norman Root
200 Constitution Avenue, NW
Room C 4311
Washington, D.C. 20210
202-523-9281

Department

LABOR
Bureau of Labor Statistics

Office or Division

Economic Growth

The Office of Economic Growth develops medium- and long-range economic and employment projections. These projections are based on specified assumptions about aggregate demand, industrial output, and employment levels at five-year intervals beginning in 1970. The data are used as a basis for

- Making occupational outlook projections
- Evaluating government policy and programs for the next 5 to 10 years
- Promoting business decisions on marketing strategy or long-term capital needs

Program Name and Description

1. Medium and Long-Range Projections of U.S. Economic Growth and Industry Distribution of Demand, Output, and Employment

From secondary sources data on labor force, employment, hours of work, production, productivity, prices, expenditures, etc, projections are made of total gross national product, demand and income compositions of the Gross National Product, and industry demand, output, and employment. Projections are for 1980, 1985, and 1990 in terms of employment requirements by industry.

Enabling Authority

29 U.S.C. 1 and 2

Coding Structure

Industry codes are compatible with the 1967 S.I.C.

Principal Users

- Evaluators of alternative policies
- Labor utilization analysts
- Occupational outlook specialists
- Labor market analysts
- State and local industry and labor

Publications

- Chartbook of Prices, Wages, and Productivity (monthly)
- Factbook for Estimating Manpower Needs of Federal Programs
- Employment Requirements of Mass Transit (bulletin 1989)
- Employment Projections for the 1980's (bulletin 2030)

Medium and Long-Range Projections of U.S. Economic Growth and Industry Distribution of Demand, Output, and Employment (cont'd)

Contact

Charles Bowman
Room 4863
441 G Street, NW
Washington, DC 20212
202-523-9037

2. EMPLOYMENT AND TRAINING ADMINISTRATION (ETA)

Department

LABOR
Employment and Training
Administration

Office or Division

Bureau of Apprenticeship and Training

Program Name and Description

National Apprenticeship Program
State and National Apprenticeship System

Apprenticeship is a combination of on-the-job training and related technical instruction in which workers learn the practical and theoretical aspects of the work required for any skilled occupation, craft, or trade. Apprenticeship programs are conducted by employers, often jointly with labor and management. Related technical instruction is given in, or through, local vocational schools, junior colleges, and home study courses.

The training period ranges from 1 to 6 years with most trades requiring 3 to 4 years. Apprentices are paid, while they train on the job, at progressive wage rates starting from about half the journeyman's rate up to 95 percent full pay near the end of their apprenticeship.

There are 542 skilled, apprenticeable trades some of which are automotive mechanic, baker, bricklayer, carpenter, electrician, machinist, operating engineer, optical technician, painter, roofer, sheet metal worker, structural steel worker, and tool and die maker.

Enabling Authority

The National Apprenticeship Act of 1937, as amended

Coding Structure

- S.I.C. for industry
- D.O.T., 9-digit code for occupation

Principal Users

- Men and women at least 16 years of age who are eligible to apply for apprenticeship programs. (Applicants must be physically able to do the work of the trade; some trades require high school or a General Educational Development--GED--certificate.)

- Veterans (These may add their years of service--usually up to 4 years--to the upper age limit.)

National Apprenticeship and Training (cont'd)

Publications

- The State and National Apprenticeship System (SNAPS) Computer Output Report (biannual printouts)
- Apprentice Registration Actions, by Region and State (annual, USGPO)
- SNAPS User's Manual--State and National Apprenticeship System

Contact

Robert McConnon
Room 5000
601 D Street, NW
Washington, D.C. 20213
202-376-6585

Department

LABOR
Employment and Training
Administration

Office or Division

United States Employment Service

Program Name and Description

1. Employment Service

The U.S. Employment Service (ES) and affiliated State agencies operate over 2,400 local offices to serve those seeking employment and those providing it. General services include outreach, interviewing, testing, counseling, and referral to placement, training, and other services that ready individuals for employment. Specialized services for various groups, such as the following, are also provided:

Veterans--By law and regulation, they receive priority treatment (with preference for disabled veterans) in all services leading to employment and training.

Youth--They receive such services as counseling, testing, referral to training and other agencies, job development, and placement. The services are geared to both high school dropouts, 16 to 22, and graduates entering the labor market.

Older Workers--They receive specialized job counseling, job development, referral to training or health and social services, and job placement. The services are directed to those 45 or older.

Handicapped--They benefit by special placement techniques that seek to match the physical and mental demands of a job to the capabilities of a worker. Such services are given in cooperation with other community agencies and include special employment counseling and placement assistance to those who are physically and mentally handicapped.

Rural Residents and Workers--They receive year-round assistance in the full range of employment services. They receive special services in the areas of recruitment and placement in farm and woods occupations. Growers receive assistance in meeting critical seasonal labor needs and moving workers from supply to demand areas.

Disadvantaged Individuals--They receive such services as testing, counseling, referral to training and other supportive services, job search and development, job placement, and follow-up. This help is for the poor and unemployed or underemployed persons handicapped by race, age, lack of education, or physcial or mental disabilities.

Employment Service (cont'd)

Employers--They receive help in obtaining workers for their work force needs, help in filling jobs with special skills or other requirements, development of personnel management tools, and assistance in identifying and resolving internal work force problems such as turnover, absenteeism, and special recruitment difficulties. Auxiliary services include comprehensive information on employment, unemployment, and other labor market activity on a local, State, regional and national basis. Additionally, in virtually every major urban area and 43 entire States, the Employment Service operates a computerized job bank which updates daily its list of local job openings.

Enabling Authority

Wagner-Peyser Act of 1933, as amended

Coding Structure

Principal Users

- Veterans
- Youth
- Elderly people
- Handicapped persons
- Rural residents and workers
- Disadvantaged individuals
- Employers
- Unemployed persons

Publications

Employment Service Reports

Contact

William Lewis
Room 8000
601 D Street, NW
Washington, D.C. 20213
202-376-6289

Department

LABOR
Employment and Training
Administration

Program Name and Description

2. Program for the Handicapped

The Wagner-Peyser Act requires every local office of the State Employment Service to designate at least one staff member to help the more severely handicapped find training or employment. Applicants are handicapped if they have physical, mental, or emotional impairments that constitute an obstacle to their employment. These include orthopedic, visual, hearing, speech, neuropsychiatric, and epileptic handicaps, as well as alcoholism, drug addition, and mental retardation.

The program seeks to provide handicapped persons with: (1) equal opportunity for employment and equal pay in competition with other applicants; (2) employment at the highest skill permitted by their physical abilities and other occupational qualifications; (3) satisfactory adjustment to their chosen occupations and work situations; and (4) employment that will not endanger others or aggrevate their own disabilities.

Once the handicapped job applicant registers at a local office of the State Employment Service, the designated specialist on services to the handicapped provides counseling, aptitude testing, and appraisal of employability. The applicant may also be referred to a job, or to an outside agency for training, rehabilitation, or supportive services.

Enabling Authority

Wagner-Peyser Act of 1933, as amended

Coding Structure

Principal Users

Men and women who are considered handicapped under U.S. Department of Labor's definition

Publications

Employment Service Reports

Contact

Ms. Doris Woolley
Room 8111
601 D Street, NW
Washington, D.C. 20213
202-376-6910

Department

LABOR
Employment and Training
Administration

Program Name and Description

3. Job Bank/ Job Flo

Job Bank Openings Summary Data (JBOS)--This is a monthly report which provides information on job opportunities listed during the preceeding month with the public employment service Job Bank system. The data appear on microfiche and include State, job bank district, number of job openings available, number unfilled-end-of-month, number 30 days old or more, occupational category and six-digit occupational code, employer job title, and pay scale (range).

Job Bank Employment Service Reports--This is a computer listing of all unfilled job openings, as of a given day, that are on file with the State Employment Security field offices having such a bank. In some States the Job Bank covers the entire State; in others, one or more cities or counties are covered. A few States do not have a Job Bank. Some State ES agencies with Job Banks publish monthly or quarterly reports that summarize the data.

Job Flo--This summary, available monthly as a publication, presents frequently listed, full-time permanent job openings that were available at public job services offices during the month. The summary shows data by DOT code and employer job title. The individual district Job Bank reports show industrial code of employer placing the order, number of openings in the occupation, wage range, and number of openings left unfilled at the end of the month. Also included are the number of years of education and months of experience required by the employer.

Enabling Authority

Wagner-Peyser Act of 1933

Coding Structure

D.O.T.(6-digit code)

Principal Users

- Labor market analysts
- Students
- Employment Service agencies

Publications

- Employment Service Reports
- Computer tape only (for most states)

Contact

James Klein
Job Bank
Room 8028
601 D Street, NW
Washington, D.C. 20213
202-376-6890

Gregory Gross
Job Flo
Room 8416
601 D Street, NW
Washington, D.C. 20213
202-376-7014

Program Name and Description

4. Migrant and Seasonal Farmworker Program

Migrant and other seasonal farmworkers, and their families, who have earned most of their income from farmwork in 12 of the last 18 months and whose income is below Federal poverty standards, are provided a wide range of services to help them find alternative job opportunities in year-round employment, or to improve their well-being if they remain in seasonal agricultural work. The services include education, training, job referral emergency services, residential support, self-help housing, legal services, transportation, and relocation assistance. The agencies providing these services vary from area to area, but generally are private nonprofit organizations, State and local governments, and universities.

Enabling Authority

PL 95-524, Comprehensive Employment and Training Act of 1973, as amended

Coding Structure

Not applicable

Principal Users

- Migrant and seasonal workers
- Immigration and Naturalization Service

Publications

Contact

Aaron Bodin
Room 8410
601 D Street, NW
Washington, D.C. 20213
202-376-6295

Department

LABOR
Employment and Training
Administration

Program Name and Description

5. Occupational Analysis Field Centers/Special Project

The Occupational Analysis Field Centers and Special Project implement Employment and Training Administration programs through the provision of occupational analysis expertise and materials. The Division of Occupational Analysis provides technical direction and supervision to the ten field centers and special project. Work assignments are made or approved by the Chief of the Division, and formally transmitted in writing through the Regional Offices. No other assignments or work activities are to be considered official. The respective State agencies provide administrative supervision to the field centers/special projects in their jurisdiction.

All Centers and the Special Project have continuing basic assignments to:

- Conduct research and/or participate in assignments on the keyword (standardized word or phrase used to express a concept or idea) methodology and approach
- Conduct job analysis studies in assigned industries for use in developing DOT Supplements and industry brochures as well as for source data for the fifth edition of the Dictionary of Occupational Titles (DOT)
- Evaluate the timeliness of current occupational analysis techniques and publications; and develop and revise resource materials, and test their adequacy for meeting existing or future needs
- Provide initial and follow-up training in occupational analysis for persons involved in ETA programs
- Apply occupational analysis expertise to solve technical problems or to assist in accomplishing program goals

Enabling Authority

Wagner-Peyser Act, of 1933, as amended

Coding Structure

Principal Users

- Job service offices and Employment Service offices
- Health, Education and Welfare
- Veterans Administration
- Immigration and Naturalization Service, U.S. Department of Justice
- Universities
- Counselors and career advisors

Occupational Analysis Field Center/Special Project (cont'd)

Publications

- Dictionary of Occupational Titles, Fourth Edition
- Health Careers Guidebook, Fourth Edition, (to be released in May, 1979)
- Career Guidebook Series
- Industry Publications Series (anticipated; 10 reports per year)
- Guide to Occupational Exploration (to be released in May, 1979)
- Occupational and Career Information Series (in progress)

Contact

Ms. Beatrice O'Bryant
Room 8402
601 D Street, NW
Washington, D.C. 20213
202-376-6485

Program Name and Description

6. Employment Services for Older Workers

Public Employment Service experience and social research have revealed that men and women who become unemployed in their mid-forties or later tend to encounter a longer duration of unemployment than individuals in younger age groups. Extensive studies in Employment Service local offices have shown that providing intensive and specialized employment services can significantly improve the jobseeking success of middle-aged and older workers.

Middle-aged and older workers are provided all services within the scope and responsibility of the public Employment Service, including job placement, employment counseling, occupational testing, job development, local labor market information, and referral to training and employment programs administered by State and local governments. In addition, applicants who need assistance beyond the scope of public employment service responsibility (vocational rehabilitation services, veteran's benefit information, family or financial counseling, health services, or housing assistance) are referred to the appropriate service provider in the community or in the vicinity.

For more than two decades, the public Employment Services have joined with the National Council on the Aging, Inc., State agencies on aging, State and local councils on aging, senior citizen's associations, and veterans' organizations in the annual observance of national "Employ the Older Worker Week." In addition to informing employers and the general public of the skills and maturity offered by older workers seeking employment, this annual campaign informs middle-aged and older jobseekers of assistance that is available through the facilities of the public Employment Services on a year-round basis.

Employment Services for Older Workers (cont'd)

Enabling Authority

Wagner-Peyser Act of 1933, as amended

Coding Structure

Not applicable

Principal Users

Anyone encountering, or expected to encounter, difficulty in getting or keeping a job due to any reason related to age or characteristics associated with age. There are no upper or lower age limits.

Publications

Contact

Ms. Doris Woolley
Room 8111
601 D Street, NW
Washington, D.C. 20213
202-376-6910

Program Name and Description

7. Programs for Older Workers

The Senior Community Service Employment Program (SCSEP) employs economically disadvantaged older persons in part-time community service jobs. Under the SCSEP, hiring is limited to economically disadvantaged persons aged 55 and above.

Programs for Older Workers (cont'd)

Program participants are employed about 20 hours a week at daycare centers, schools, hospitals, facilities for the handicapped, and in beautification, conservation, and restoration projects, to name a few. Wages average about $2.50 per hour, and participants receive yearly physical examinations, personal and job related counseling and job training.

SCSEP projects operate in every State and territory and are sponsored by a group of national organizations headquartered in Washington, D.C. These include Green Thumb, Inc.--an arm of the National Farmers Union, the National Council on the Aging; the National Council of Senior Citizens, the National Retired Teachers Association-American Association of Retired Persons, and the U.S. Forest Service. In the seven jurisdictions not covered by these organizations (Alaska, Delaware, Hawaii, American Samoa, Guam, the Trust Territory of the Pacific Islands, and the Virgin Islands) the SCSEP projects are sponsored by the State or territorial government.

Older persons may also be helped by State or local governments which have received Department of Labor grants to operate comprehensive employment and training programs. Under these programs, persons of all ages may be served.

Enabling Authority

- Title IX of the Older Americans Act
- Comprehensive Employment and Training Act (CETA)

Coding Structure

Not applicable

Principal Users

Economically disadvantaged, unemployed, and underemployed persons of all ages are eligible for training and employment opportunities provided under Department of Labor grants to State and local governments.

Publications

Contact

Ms. Doris Woolley
Room 8111
601 D Street NW
Washington, D.C. 20213
202-376-6910

Department

LABOR
Employment and Training
Administration

Program Name and Description

8. Rural Employment and Training Services

Through the network of State Employment Service offices, rural residents have the same access to employment and training services as urban residents. One of the ways to reach rural jobseekers is through the job bank system, which gives workers information about openings in all parts of the State. In some areas, mobile offices bring a full range of job services to rural workers.

Openings for seasonal jobs go first to workers living near the farms that have the work and then to workers in other parts of the State or other States. The employment service arranges contacts with workers in distant areas to agree on work itineraries and issues State labor supply bulletins to bring jobseekers and employers together.

In a few States, agricultural labor information centers supply farmworkers with current information about seasonal farm jobs. Specific information includes:

- Crop locations and conditions
- Job opportunities
- Approximate dates and duration of employment
- Wages and general working conditions

The centers measure the composition, volume, and direction of migratory groups and transmit this information to Employment Service offices.

Enabling Authority

The Wagner-Peyser Act of 1933, as amended

Coding Structure

Principal Users

All rural workers including the unemployed, underemployed, and disadvantaged, are entitled to services

Publications

Contact

Phil Tanton
Room 8118
601 D Street, NW
Washington, D.C. 20213
202-376-6818

Department

LABOR
Employment and Training
Administration

Office or Division

Office of Management Information Systems

Program Name and Description

1. Employment Service Automated Reporting System (ESARS)

ESARS is a computerized reporting system in the State Employment Security Agencies which tabulates and cross-tabulates operational transactions as they occur at the field office level. Operational transactions refer to activities such as new applications, renewals, counseling, testing, placement, openings received or canceled, etc. ESARS also includes statistics on individuals served by the field offices, and provides various characteristics of job applicants including sex, age, ethnic group, occupational attachment, income, welfare and/or claimant status, veteran status, handicap, educational attainment, and family status. ESARS also can be utilized for information on current job openings serviced through the field offices, and gives specific detail on occupational information such as industry, wage and expected duration. ESARS tables are primarily concerned with providing cumulative data on individuals. They cross-classify services to individuals with the characteristics of those individuals. Characteristics data remain on active file for twelve months. ESARS Table 96 includes applicants and job openings by 3-digit and selected 9-digit occupational codes.

Enabling Authority

- Wagner-Peyser Act of 1933
- Social Security Act, as amended

Coding Structure

D.O.T. (3-, 6- and 9-digit code)

Principal Users

- Employers in industry, manufacturing, and trade
- Job counselors

Publications

ETA Handbook No. 309

Contact

Kenneth Fogash
Room 4400
601 D Street, NW
Washington, D.C. 20213
202-376-6410

Program Name and Description

2. State and National Apprenticeship System (SNAPS)

The Office of Management Information Systems (OMIS) is responsible for establishing, maintaining, and administering employment and training information systems on a national scale to meet organizational and operational needs for planning, management, research and evaluation, and public information.

The SNAPS is a computerized information system designed to collect essential apprenticeship activity data, on a continuous basis, on all registered apprenticeship programs throughout the United States and its territories. The methods for collecting the information vary depending on existing procedures within each State and availability of staff, but generally a central records clerk at the State level maintains SNAPS data and submits official SNAPS input to the Division of Reporting Operations (DRO) for further processing and output report generation. There are three input modes to accomodate the variations in structure, operations and resources among State agencies:

- Apprenticeship Program Summary (ETA-125)
- Apprentice/Program Report (ETA-126)
- Magnetic Tape (MA5-125)

The DRO performs all data control functions, and serves as the operational intermediary between States and the Division of Automated Data Processing which programs computer edits, updates SNAPS data files, and generates output reports.

Specific uniform data collected reflect apprentice actions and personal characteristics, including sex, race or ethnicity, and veterans status of registered apprentices who have enrolled in, canceled from, or completed apprenticeship training. The apprentice is a "trainee" but, more importantly, is an employee working and receiving wages from an employer. SNAPS is designed to produce output reports displaying data on apprentice activity and characteristics by occupations, industries, and programs on a national, regional, and State basis. SNAPS also summarizes the numbers of registered programs, by type of program and by Bureau of Apprenticeship and Training (BAT) or State Apprenticeship Council (SAC) assignment. SNAPS data complement the information network of labor force characteristics and actions in employment and training programs, by providing these essential data on all apprentices in registered apprenticeship programs. Data which describe trends in accessions and completions in apprenticeship training are recorded for analysis and comparison with other types of skill training.

Enabling Authority

National Apprenticeship Act of 1937, as amended

State and National Apprenticeship System (cont'd)

Coding Structure

D.O.T. (9-digit)
S.I.C. (2-digit, major group)

Principal Users

- Apprenticeship program managers and evaluators
- State Apprenticeship Council Directors and Staff
- Bureau of Apprenticeship and Training national, regional and State staff
- Department of Justice
- Equal Employment Opportunity Commission
- Office of Management and Budget
- General Accounting Office
- Minority Organizations
- Veterans groups
- Universities
- Women's groups

Publications

- Bureau of Apprenticeship and Training (BAT) Semi-annual bulletins--Apprentice Actions

- SNAPS User's Manual--State and National Apprenticeship System

Contact

Ms. Ruth Dyson
Room 3122
601 D Street, NW
Washington, D.C. 20213
202-376-6136

Department

LABOR
Employment and Training
Administration

Office or Division

Office of Comprehensive Employment Development

Program Name and Description

1. Comprehensive Employment Training Programs

All States and units of general local government, and combinations of these local units with populations of 100,000 or more, are eligible to receive direct Federal grants under the Comprehensive Employment and Training Act (CETA) to design and operate comprehensive employment and training programs that serve the needs of their areas. Currently there are 460 State and local units, called "Prime Sponsors," that operate programs themselves or contract with other groups to provide services. Generally, States are responsible for programs in areas that do not meet the population criterion to receive Federal funds directly.

Some of the types of activities that prime sponsors may provide for eligible participants include:

- Classroom and on-the-job training
- Work experience
- Subsidized jobs with public and private nonprofit agencies
- Basic education
- Support services--for example, child care and health aid

Prime Sponsors target some programs to specific groups: public assistance recipients, offenders, persons with limited English-speaking ability, and veterans. In addition, they may decide to use CETA funds to finance activities such as affirmative action programs, revising local merit system procedures, and developing labor market information.

The CETA statute requires every Prime Sponsor to have a planning council whose members represent clients, labor, business, education, and community organizations, among other groups. Planning councils are responsible for making recommendations to Prime Sponsors on the activities that will best satisfy the needs of their communities, as well as for monitoring and evaluating ongoing programs.

Enabling Authority

PL 95-524, The Comprehensive Employment and Training Act of 1973, as amended

Coding Structure

Not applicable

Comprehensive Employment Training Programs (cont'd)

Principal Users

Unemployed, underemployed, and economically disadvantaged persons

Publications

CETA Forms Preparation Handbook (ETA Handbook No. 311)

Contact

Robert Anderson
Room 5014
601 D Street, NW
Washington, D.C. 20213
202-376-6254

Program Name and Description

2. Employment and Training Programs for Offenders

Employment and training services for offenders are provided by the Department of Labor through the State and local Prime Sponsors. Prime Sponsors and States provide job-related services and support to help offenders returning to the job market to obtain and keep productive jobs.

I. Fidelity Bonding. The program opens up jobs for offenders and others by providing the fidelity bonding they cannot get from commercial services. The jobseeker or prospective employer applies to the local Employment Service office. Its staff certifies the applicant's eligibility and arranges for bonding under the Department of Labor's contract with a commercial bonding company, which sends the bond to the employer. The program pays for up to 18 months coverage, for clients, nearly 90% of whom are offenders.

II. Pretrial Intervention projects give selected arrested persons the opportunity to improve their job prospects and avoid a criminal record by providing counseling, education, information on jobs and training, and supportive services. At the end of 90-180 days, depending on the person's performance, the court may dismiss all charges, extend the continuance of their trial, or return the defendant for court proceedings. Over 100 communities and metropolitan areas have programs modeled after, or similar to, demonstration projects funded by the DOL beginning in 1968.

Employment and Training Programs for Offenders (cont'd)

III. Model Ex-offender Programs provide comprehensive services from the Employment Service and other units specifically designed to serve ex-offenders. Counselors work with them before and after release. There are 10 model programs, funded by the Department of Labor, in operation in Hawaii, Illinois, Maryland, Missouri, North Dakota, Oregon, Puerto Rico, Texas and Vermont.

IV. Special Target Group Model. Programs are designed to serve two groups of offenders in three areas; drug addicts, (Des Moines) and juveniles (Pinellas County, FL and Oakland, CA). The aim is to identify the most effective ways to serve these groups and promote successful techniques and program designs in State and local programs.

V. Mutal Agreement Programming (Contract Parole) This contract parole approach is a solution to the problem of lag time between academic and vocational training, and leaving prison. Such lag time can diminish the necessary skills to get and hold employment. A formal contract between a prisoner, DOL and the prison spells out the job-related activities a prisoner must complete to be released on a specified parole date. The program is currently being tested or planned in 14 States with State funds. A similar concept is being implemented or planned in the probation departments of 3 States.

Enabling Authority

PL 95-524, Comprehensive Employment and Training Act, of 1963, as amended

Coding Structure

Not applicable

Principal Users

- Persons with conviction records
- Job seekers who cannot get commercial bonding
- Arrested persons who elect to take job counseling and service prior to trial
- Drug addicts
- "Special target group" offenders
- Prison inmates who anticipate parole

Employment and Training Programs for Offenders (cont'd)

Publications

Contact

Huey Long
Room 5328
601 D Street, NW
Washington, D.C. 20213
202-376-6773

Program Name and Description

3. The Work Incentive Program (WIN)

The Work Incentive (WIN) Program is designed to help individuals move from welfare--Aid to Families with Dependent Children (AFDC)--to jobs that will enable them to become self-supporting. WIN is administered jointly by the Departments of Labor and Health, Education and Welfare through State Employment Services (or other human resources agencies) and welfare agencies in all States and Puerto Rico, the Virgin Islands, and Guam. Job-ready persons may be referred to immediate employment; the less job-ready may be provided with such assistance as training, remedial education, and/or social services, which include child care, medical examinations, transportation assistance and others. In fiscal 1978, over one million people registered for WIN. During fiscal 1978, nearly 300,000 WIN registrants obtained unsubsidized employment, the largest number in the history of the program.

All persons who are at least 16 years of age and are receiving or applying for AFDC are required to register with the local WIN Sponsor unless they are legally exempt. Persons exempt are: children under 16, or those under 22 who attend school regularly; the sick, incapacitated, and elderly; people living too far from a WIN project to take part; people needed in the home because of illness or incapacity of another member of the household; mothers or other relatives caring for children under 6; and mothers or other women caring for children in homes where the father or other male relative living in the home is registered.

The Work Incentive Program (cont'd)

People not required to register may volunteer for the program, and large numbers are doing so; more than one-fifth of all registrants are volunteers. Exempt volunteers can leave WIN at any time and go on receiving their regular welfare benefits.

People required to register must take part in each activity planned and accept an appropriate job. People on AFDC are protected against unreasonable requirements and protected against losing money by going to work. Unreasonable requirements include:

- Moving out of town to go to work
- Starting work without adequate child care or other needed services
- Taking a job that involves race or sex discrimination, pays wages below certain standards; or pays less than their benefits plus the cost of working unless they can get assistance to supplement their earnings.

To make work more profitable than welfare alone, welfare agencies do not reduce a working mother's benefits a dollar for every dollar she earns. Instead, the first $30 of monthly earning plus one-third of the remainder and the cost of work expenses like busfare and lunches are not counted in calculating welfare checks.

Enabling Authority

- Social Security Act, as amended. Title IV (A)(C)
- Revenue Act of 1971
- Tax Reform Act of 1976

Coding Structure

Not applicable

Principal Users

- Welfare agencies
- Minority organizations
- Social workers and counselors
- AFDC recipients and applicants

Publications

Contact

Sheldon Bloom
Room 5100
601 D Street, NW
Washington, D.C. 20213
202-376-6377

Department

LABOR
Employment and Training
Administration

Office or Division

Office of National Programs

Program Name and Description

The Indian Program

The Indian Program provides the unemployed, underemployed, and disadvantaged Indians and other native Americans with training, public service employment, and a wide range of services to enable them to support themselves and their families.

The services are provided by Indian tribes, Alaskan villages, and similar organizations large enough to administer such programs. The funds, which totaled $69.3 million in fiscal year 1976, are used for: public service employment, on-the-job and classroom training, and basic education. The funds also provide for counseling, child care, transportation, and training allowances.

Enabling Authority

PL 95-524, Comprehensive Employment and Training Act of 1973, as amended

Coding Structure

Principal Users

Publications

Contact

Lamond Godwin
Room 6402
601 D Street, NW
Washington, D.C. 20213
202-376-6093

Department

LABOR
Employment and Training
Administration

Office or Division

Office of Policy, Evaluation and Research

Program Name and Description

1. Research and Development

The Office of Research and Development of the Employment and Training Administration (ETA) sponsors research on topics including labor market processes; the factors contributing to unemployment; the cause of disadvantaged state; the strengths and weaknesses disadvantaged persons bring to the work force; and the transitions from school to work, from job to job, and from work to retirement. Much of this research is designed to enhance the effectiveness of Comprehensive Employment and Training Act (CETA) programs, the Work Incentive program, unemployment insurance and Employment Service operations, and activities of the Bureau of Apprenticeship and Training. The office also prepares the President's annual report on the Nation's human resources required by CETA, and supports experimental and developmental projects that test innovative ways of serving workers with particular job-related needs for services such as placement, orientation, training, upgrading, or counseling. Many projects focus on the needs of specific target groups: older workers, veterans, minority group members, and women, for example. Project findings often help institutions improve delivery of employment and training services.

Research and Development projects are conducted under ETA grants by R&D organizations, individuals, colleges and universities, and graduate students writing Ph.D. dissertations.

Enabling Authority

Title III of the Comprehensive Employment and Training Act of 1973, as amended

Coding Structure

Not applicable

Principal Users

- Policymakers
- Legislators
- CETA Prime Sponsors
- Program planners, administrators, line staff
- Scholars

Research and Development (cont'd)

Publications

- *The Projects Book* (annual)
- *The President's Report* (annual)

Contact

Dr. Howard Rosen
Room 9100
601 D Street, NW
Washington, D.C. 20213
202-376-7335

Program Name and Description

2. Career Information Systems Grants--conducted by the Division of Career Information Services*

Through a program of grants to States, the Department of Labor is encouraging the development and extension of systems to provide occupational information to persons who are in the process of career exploration and decision-making, especially students and out-of-school youth. These grants are supporting efforts to compile, appraise, and disseminate existing occupational education and training information to a wide range of potential users. The program is geared to aid people in the process of choosing jobs and careers by providing them with current, accurate, and locally relevant career information.

Eight grants to establish Career Information Systems (CIS) were made early in FY 1976. Grantee States are Alabama, Colorado, Massachusetts, Michigan, Minnesota, Ohio, Washington, and Wisconsin. Funding is continuing in these States over a period of 4 years. The first grant year started up activities in connection with each of the program activities. During the second grant year, the OIS became operational in each of the participating States, and significant segments of target groups were served.

By the fourth grant year, the systems will be statewide and serve a major share of potential users. After that, States will support the programs through fees charged to user agencies and/or State and local contributions.

---

* NOICC is in the process of assuming responsibility for CIS.

Career Information Systems Grants (cont'd)

The systems being developed by the eight grantee States are based in part on concepts tested by the Oregon Career Information System (CIS). Oregon CIS, now operational, was itself developed with DOL support.

Enabling Authority

PL 95-524, Comprehensive Employment and Training Act

Coding Structure

Principal Users

- Students
- Jobseekers
- Handicapped
- Rehabilitated persons
- Counselors in schools
- Employment and social service agencies

Publications

- Career Information Systems Grants Programs: State Project Summaries (November, 1978)
- Career Information Systems: Standards for Organization and Development (November, 1977)
- Career Information Systems Grants (USDL No. 33; ETA-16)

Contact

Gerald Smith
Room 9122
601 D Street, NW
Washington, D.C. 20213
202-376-7264

Program Name and Description

3. Labor Market Information (LMI)--directed by the Division of Labor Market Information

In guidelines issued to the States by the Employment and Training Administration (ETA), labor market information is defined as:

> "that body of knowledge pertaining to the socioeconomic factors influencing the dynamics of the labor market process. Such factors affect labor demand-supply relationships and as such define the content of LMI. Broadly defined, the content would include such variables as population and growth characteristics, trends and industrial and occupational structure, employment, unemployment and conditions of employment, technological developments, shifts in consumer demand, unionization and labor disputes, recruitment practices, wage rates, levels and trends of wage rates, training opportunities, job vacancies, job search information, etc."

At the State level, the State Employment Security Agency (SESA) is responsible for the implementation of the LMI Program. This effort includes the preparation of basic LMI core products which are prepared for States, SMSAs, and in some cases for CETA Prime Sponsor areas. The development of these core products is dependent upon data from data sources. Examples of such data and their sources: industry employment data are provided by the current employment statistics program, and the ES-202 report; occupational employment data are provided by the Census or OES survey; and unemployment data are provided by the Local Area Unemployment Statistics (LAUS) program or UI reports.

For FY 1980, the SESAs will be preparing the following core products:

- LMI Newsletters
- Annual Planning Information (API)
- Occupational LMI
- Planning Information for Vocational Education
- A Directory of Labor Market Information
- Affirmative Action Information
- LMI for Special Worker Groups
- LMI Research

Enabling Authority

- The Public Works and Economic Development Act (1965)
- The Wagner-Peyser Act (1933)
- The Comprehensive Employment and Training Act (1973)
- The Public Works Employment Act (1976)

Coding Structure

Labor Market Information (LMI) (cont'd)

Principal Users

- Labor market analysts
- Prime Sponsors - Program planners
- Occupational demand and supply specialists
- National, State, and local employment agencies
- Counselors and advisory organizations
- Job seekers
- Educational and training institutions
- Employers and public interest groups

Publications

- The Labor Market Information System of The Employment and Training Administration, reprinted from ETA Interchange
- Employment and Training Administration guidelines to State Employment Security Agencies

Contact

Sam Hirabayashi
Room 9304
601 D Street, NW
Washington, D.C. 20213
202-376-7392

Program Name and Description

4. Continuous Longitudinal Manpower Survey (CLMS)

The Office of Program Evaluation is responsible for evaluating Employment and Training Administration (ETA) programs and administering the Continuous Longitudinal Manpower Survey (CLMS). CLMS collects data from a sample of 147 Prime Sponsors and a sample of 20,000 participants. The Survey covers new entrants under CETA Titles I, II, III and VI. Reporting requirements of the CETA program provide occupational data about CETA client's training, pre- and post-employment data, and demographics.

Continuous Longitudinal Manpower Survey (cont'd)

The data are used to determine the number of CETA clients that have been trained for a specific occupation. The Office also collects data on other CETA Prime Sponsor activities, but these activities are related to fiscal matters or socioeconomic data rather than occupational information. This office does not project any occupational employment levels.

Enabling Authority

PL 95-524, Comprehensive Employment and Training Act, as amended

Coding Structure

- D.O.T. (4-digit for training)
- Census Occupational Code (3-digit for records on jobs)

Principal Users

- Congress
- Office of Community Manpower Programs
- CETA Prime Sponsors
- Public interest groups
- Researchers

Publications

- Continuous Longitudinal Manpower Survey (follow up survey)
- Pre/Post-Comparisons for Terminees Who Entered January (June 1975)

Contact

Jaime Salgado
Room 5402
601 D Street, NW
Washington, D.C. 20213
202-376-7442

Department

LABOR
Employment and Training
Administration

Office or Division

Unemployment Insurance Service

Program Name and Description

1. Unemployment Insurance Programs

Unemployment Insurance (UI) provides temporary income as partial compensation to unemployed workers. UI programs are administered jointly by the Employment and Training Administration's Unemployment Insurance Service and the individual States. The Federal Government establishes guidelines and pays administrative costs from funds collected under provisions of the Federal Unemployment Tax Act (FUTA). The States have direct responsibility for operation of UI programs.

Under regular State programs, weekly benefits are paid for a period, generally not in excess of twenty-six weeks, beginning with initial claims. Benefits are extendable under regular programs for up to thirteen weeks, if State or national unemployment exceeds a specified level.

UI programs are financed from two sources: (1) the basic 1 to 26 weeks are financed by State taxes on employers' payrolls, which are maintained in State accounts in the Federal Unemployment Trust Fund; in three States, employees also contribute to that fund; (2) extension of benefits (weeks 27 to 39) is financed 50 percent from State funds and 50 percent from the FUTA account. Despite variations in financing, the State agencies take applications and administer payments for all programs under provisions of State laws. Claimants must have been employed and must have earned a specified amount of wages or worked for a specified number of weeks, or both, during a base period established by the State laws. Claimants must also be able to work, available for work, and seeking work.

Enabling Authority

- Social Security Act, as amended
- Federal Unemployment Tax Act

Coding Structure

D.O.T.

Principal Users

- Employment Security Offices in States
- Workers whose employers are subject to State UI taxes
- Former Federal employees or members of the Armed Forces
- Economic planners

Unemployment Insurance Programs (cont'd)

Publications

- Unemployment Insurance: How It Works for You

Contact

Robert Edwards
Room 7000
601 D Street, NW
Washington, D.C. 20213
202-376-7032

Program Name and Description

2. Unemployment Insurance Service

The Unemployment Insurance Service provides a statistical overview of the Nation's unemployment. Every UI claimant is assigned a 9-digit DOT code. Claimant data is collected statewide by Employment Security offices. The UI Service is mandated to identify the industries from which claimants come. The UI Service is responsible for producing the 203 report, which is a sample of claimants taken at mid-month. The claimants are identified by the first 4 digits of the DOT code. The data are often used by CETA Prime Sponsors to identify socioeconomic and demographic characteristics of unemployed and underemployed target populations. Under current austerity budgeting plans the ES-203 report is scheduled to be discontinued in Fiscal Year 1980. However, limited occupational information would continue to be available in longitudinal studies being produced as a part of the "Continuous Wage and Benefit History Program." (See section IV of BES No. U 259.)

Enabling Authority

Social Security Act: Title III 303 a (6 and 7), Title IX 906 a (1)

Unemployment Insurance Service (cont'd)

Coding Structure

Occupations are classified according to the 4th edition of the *Dictionary of Occupational Titles* and its supplements. The classification relates to the job for which the claimant is primarily qualified, and may differ from that of his last job

Principal Users

- State Employment Security offices
- CETA Prime Sponsors
- Economic planners
- Libraries

Publications

- *Unemployment Statistics* (monthly)
- Special ad hoc reports (four annually)

Contact

Bob Brinkman
Room 7403
601 D Street, NW
Washington, D.C. 20213
202-376-7060

Department

LABOR
Employment and Training
Administration

Office or Division

Office of the Deputy Assistant Secretary for Veterans Employment

Program Name and Description

Veterans Employment Programs

There are numerous Federal programs to help the veteran make the transition from military service to gainful civilian employment. Programs for veterans funded by the U.S. Department of Labor are:

(1) Help through Industry Retraining and Employment (HIRE). Under this program, the Nation's largest firms are being asked to establish on-the-job training for 100,000 jobless, disabled, and Vietnam-era veterans by the end of fiscal 1978. Companies creating the training slots can do so on their own or with funding available from the Department of Labor under the Comprehensive Employment and Training Act (CETA). The jobs, mostly entry level, will pay at least $3.50 per hour.

(2) Expanded Public Service Employment. Under President Carter's economic stimulus program public service jobs authorized by Titles II and VI of CETA will be increased nationally to 725,000. The Secretary of Labor has asked that 35 percent of these positions be set aside for unemployed, disabled and Vietnam-era veterans. The jobs would be with public agencies and non-profit organizations in a variety of white- and blue-collar occupations.

(3) Disabled Veteran Outreach Program (DVOP). CETA funds are used to hire about 2,000 disabled veterans to work in State Employment Service/Job Service (ES/JS) offices in 100 of the Nation's largest cities to locate and inform jobless disabled veterans about the education, job training, and employment benefits for which they are eligible. This new staff will work with the Veterans Administration, veterans organizations, and other groups to find those in need of job services. The DVOP staff will have access to all the resources of the ES/JS offices, including the job bank system for referral to job openings. They are expected to place 40,000 disabled veterans in training or jobs by the end of fiscal 1978.

(4) Reemployment Rights. The Office of Veterans Reemployment Rights in the Department of Labor's Labor Management Services Administration helps qualified veterans obtain their legal right to return to their former employers with the position and benefits they would have attained had they not been in military service.

Veterans Employment Programs (cont'd)

(5) Job Placements by ES/JS Offices. The 2,500 local ES/JS offices operated by the States and territories offer a variety of assistance to honorably discharged veterans including counseling, aptitude testing, and referral to training and jobs. In filling openings, employers with Federal contracts of more than $10,000 must give priority to qualified veterans referred by ES/JS.

(6) Unemployment Insurance (UI). All Vietnam-era veterans with 90 or more days continuous active service and with any discharge other than dishonorable can file for UI benefits in the State where they live. These benefits assist veterans recently separated from active duty until they can find employment.

(7) CETA Job Training and Work Experience. All Vietnam-era veterans regardless of the type of discharge are eligible for on-the-job training and work experience with pay under titles I and II of CETA. In fiscal 1976, 178,400 veterans were enrolled in the programs run by State, county and muncipal agencies known as Prime Sponsors.

(8) Apprenticeship Training. Unions and industry welcome Vietnam-era veterans for apprenticeship training. Apprentices learn on the job and earn progressively higher wages as they advance.

(9) Job Corp Training. Any veteran 21 years old or younger who is economically disadvantaged, regardless of the type of discharge, is eligible for training in Job Corps. Training in more than 140 skills is offered at residential centers throughout the country. Corpsmembers receive wages, room and board, health care and clothing.

(10) National Alliance of Businessmen (NAB). This organization is a partnership of business, Government, labor and education. One of NAB's primary missions is to promote the hiring and training of economically disadvantaged individuals and Vietnam-era veterans by private employers.

Enabling Authority

- Wagner-Peyser Act of 1933, as amended
- Social Security Act, as amended
- Comprehensive Employment and Training Act of 1973, as amended
- Vietnam Era Veterans Readjustment Assistance Acts of 1972, 1974, and 1976
- Emergency Jobs and Unemployment Assistance Act of 1974
- Emergency Jobs Program Extension Act of 1976

Veterans Employment Programs (cont'd)

Coding Structure

Principal Users

- Veterans
- Veterans with disabilities and handicaps
- Veterans' dependents and survivors

Publications

Contact

Dr. Dennis Wyant
Room 10008
601 D Street, NW
Washington, D.C. 20213
202-376-7480

Department

LABOR
Employment and Training
Administration

Office or Division

Office of Youth Programs

Program Name and Description

1. Employment and Training Programs for Youth

The Employment and Training Administration of the U.S. Department of Labor sponsors and supports many programs to help young people get jobs and services. Included are programs authorized by the Comprehensive Employment and Training Act (CETA), and by the Youth Employment and Demonstration Projects Act (YEDPA) signed by the President August 5, 1977. (Programs authorized by YEDPA are indicated by asterisks.)

Under CETA all States and cities, counties, and combinations of local units with populations of 100,000 or more receive direct Federal grants to design and administer programs to serve their job needs. These units are called "Prime Sponsors." They operate projects or contract with other groups to provide services. The State Employment Service/Job Service offices provide services such as recruitment, counseling, and referral to the CETA Prime Sponsors.

Programs for which young people are eligible include:

Title I: Comprehensive Employment and Training Services

Prime Sponsors offer services including recruitment, testing, placement, classroom and on-the-job training, work experience, and transitional public employment to unemployed, underemployed, and economically disadvantaged youth. Young people ages 16 and up who meet the criteria are eligible.

Title II: Public Employment Programs

Prime Sponsors offer transitional employment in jobs that provide needed public services. Participants must live in areas of substantial unemployment, and be unemployed (at least 30 days), or underemployed. Young people ages 16 and up meeting these requirements are eligible.

Title III Special Federal Responsibilities

Under this title the Secretary of Labor provides funds for groups in need of special assistance including:

**(1) Youth Incentive Entitlement Pilot Projects. For designated geographic areas, selected Prime Sponsors receive funds to demonstrate the efficacy of guaranteeing year-round employment and/or training to economically disadvantaged in-school youth ages 16 through 19, or youth the same ages willing to return to school to seek a high school diploma or its equivalent.

** YEDPA - authorized program

70

Employment and Training Programs for Youth (cont'd)

**(2) Youth Community Conservation and Improvement Projects. Unemployed youth aged 16 through 19, with emphasis on those out of school, are eligible for projects of local benefit such as improving neighborhoods and communities, and maintaining and restoring natural resources on publicly-owned land.

**(3) Youth Employment and Training Programs. This program exposes youth 14 through 21 to possible career opportunities, training and supportive services as needed to complete school, and/or secure unsubsidized employment.

**(4) Summer Program for Economically Disadvantaged Youth (SPEDY). Economincally disadvantaged youth ages 14 through 21 take part-time summer jobs with schools, hospitals, libraries, community service agencies, and other public and private nonprofit agencies and groups.

**(5) Part-time employment, on-the-job training, and useful work experience are located for students from low-income families who are in the 9th through 12th grades and need the earnings to resume or continue school.

Title IV: Job Corps

This title provides for a residential program of intensive counseling education, and training for disadvantaged youth 16 through 21. (See detailed description of the program on page 63.)

Title VI: Emergency Job Programs

During periods of severe unemployment Prime Sponsors undertake projects to make transitional public service jobs available to unemployed and underemployed persons to make them eligible to move into jobs not supported by CETA. These jobs are in addition to those authorized by Title II. And there are special eligibility criteria. (See Consumer Information Leaflet ETA-19.)

**Title VIII: The National Young Adult Conservation Corps

Under this title, unemployed youth 16 through 23 may work for up to a year on conservation projects in parks, national forests, and recreation areas. The Secretary of Labor administers the Corps through interagency agreements with the Secretaries of Agriculture and Interior. Enrollees are selected by Agriculture and Interior from candidates referred by Labor. Interior and Agriculture are responsible for the management of centers on public lands and waters under their jurisdictions. Thirty percent of the funds are ear-marked for State and local programs.

Enabling Authority

PL 95-524, Comprehensive Employment and Training Act of 1973, as amended

**YEDPA-authorized program

Employment and Training Programs for Youth (cont'd)

Coding Structure

Principal Users

- Unemployed or underemployed youth
- School dropouts
- Veterans
- Females
- Handicapped persons
- Minority Members
- Ex-offenders

Publications

Contact

Robert Taggart
Room 6000
601 D Street, NW
Washington, D.C. 20213
202-376-2646

Program Name and Description

2. Job Corps

Job Corps is a national system of 60 residential centers in 31 States and Puerto Rico providing basic education, vocational training, counseling, health care, and similar renewal services to help disadvantaged young men and women, 16 through 21, prepare for jobs and for responsible citizenship. The centers have a capacity of about 21,000, but can serve about twice that number each year, as the average length of stay is about 6 months.

Job Corps (cont'd)

Enrollees in Job Corps residential centers receive room and board, clothing for work and dress, books and other learning supplies, and a cash allowance, part of which is paid on leaving the program after satisfactory participation. A few of the centers can also accommodate young people who do not live at the center but take training during the day. Enrollees may stay in Job Corps as long as 2 years, and at the end of their stay are given assistance in finding a job.

Training, often by skilled union workers, is given in such occupations as heavy equipment operation, auto repair, carpentry, painting, masonry, nursing and other health care jobs, clerical and office work, and electronic assembly. Basic education includes reading, mathematics, social studies, and preparation for the General Education Development (GED) high school equivalency examination. Job Corps enrollees also receive instruction in general living skills, such as hygiene and grooming, getting along in the world of work, and constructive use of leisure time.

Inquiries about joining Job Corps may be made to the local office of any State Employment Service and to community social service agencies, schools and churches. Applicants must have permission to join from parents or guardians, and be physically and mentally able to participate in Job Corps activities. Young women seeking to join Job Corps should get in touch with a representative of Women in Community Service (WICS).

Enabling Authority

PL 95-524, Title IV of the Comprehensive Employment and Training Act of 1973, as amended

Coding Structure

Principal Users

Publications

- Young people of school age
- Social service agencies
- Apprenticeable trade union administrators
- Schools and churches

Contact

Raymond Young
Room 6000
601 D Street, NW
Washington, D.C. 20213
202-376-2646

3. NATIONAL CENTER FOR EDUCATION STATISTICS (NCES)

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Office or Division

Office of the Administrator

Program Name and Description

1. National Survey of the Preservice Preparation of Teachers

Teacher preparation is the predominant field of higher education but at present, there is no comprehensive data system on preservice teacher education to provide information for policy formulation in relation to this issue. A design study and full pilot for a FY 1978 national survey provides policymakers with comprehensive, relevant, and timely information on preservice teacher preparation. A review of the literature, position papers defining issues, and interviews with policymakers served as the basis for construction of questionnaires administered to students, faculty, and administrators in 240 of the 1440 institutions which prepare teachers. The survey collected data include:

- Number of persons being prepared to teach, the extent to which they intend to seek teaching positons, and the kinds of preparation they have had in specific areas (minority groups; handicapped)
- Fiscal policies in the area of preservice teacher preparation
- Curricular trends in teacher education
- Characteristics of faculties of institutions of higher education currently engaged in the preparation of teachers and conditions of institutions that enhance teacher preparation
- Kinds of reform deemed necessary by faculty and students

Enabling Authority

PL 94-482, Educational Amendments Act, as amended

Coding Structure

Not applicable

Principal Users

- Policymakers in the area of education personnel
- Congress
- Federal executive agencies
- State education agencies and legislatures
- Institutions of higher education
- Professional associations
- Commissions on higher education

National Survey of the Preservice Preparation of Teachers (cont'd)

Publications

- Data Needs of Educational Decisionmakers
- The State of Teacher Education (1977)

Contact

Ms. Shirley Steele
NCES, Room 3003
400 Maryland Avenue, SW
Washington, D.C. 20202
202-472-5123

Program Name and Description

2. Terminology Handbook: Terms and Definitions About Students in Postsecondary Education

The project will develop a manual of terms, and guidelines for use in postsecondary student records and in communicating, or reporting, about students among all types of postsecondary institutions, organizations. and agencies.

Extensive implementation of the manual's terms is expected to maximize the validity of statistical information about postsecondary students; facilitate the collection of significant student data at all levels of educational management (local, State, and national); assist in the accurate and timely communication of data about students; enhance educational research; and promote accurate interpretation of student records and reports.

Project scope includes students and potential students in proprietary schools, adult programs in public schools, area vocational-technical schools, and correspondence schools, as well as those in higher education and other forms of postsecondary education. Special attention is given to items of information describing:

Terminology Handbook: Terms and Definitions About Students in Postsecondary Education (cont'd)

- Student characteristics
    - demographical
    - conditions and aspirations

- Student performance and status
    - education
    - employment
    - military service
    - other educational outcomes

Enabling Authority

20 U.S.C. 1221(e-1), General Education Provisions Act, as amended, § 406(b)

Coding Structure

Numbering system which may be adapted for use as a code

Principal Users

- State education agencies
- Institutions of higher education
- Students

Publications

Postsecondary Student Terminology: A Manual of Terms and Definitions for Describing Students in Postsecondary Education (Handbook XII)

Contact

John Putnam
Room 3001
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8548

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

3. Terms, Definitions and Classification for Educational Subject Matter (all levels of Education)

The purpose of this document was to produce a classification of curriculum subject-matter in a hierarchical structure for all subject-matter areas, from prekindergarten to post-doctoral levels. Subject matter has been classified in logical, broad categories, with the categorical elements structured in descending orders of detail. All elements have been defined and systematically coded for application in records and reports in all educational agencies to achieve a high degree of comparability and compatability of statistics about, and related to, subject matter. The handbook has been published and disseminated widely as a guide to comparability of subject-matter data in educational records and reports.

This document, a comprehensive classification of educational stubject matter, will do a great deal to solve the problem of a lack of comparability of data between elementary/secondary and higher education, and to provide a common language for describing subject matter at all levels of education.

Enabling Authority

PL 90-247, General Education Provisions Act, § 406(b)

Coding Structure

Not applicable

Principal Users

- State certification agencies
- Curriculum planners

Publications

State Education Records and Reports Series; Handbook XI: A Classification of Educational Subject Matter, 1978 (Government Printing Office publication)

Contact

John Putnam
Room 3001
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8548

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Office or Division

Division of Elementary and Secondary Education Surveys (DESES)

Elementary-Secondary General Information Survey (ELSEGIS)
was conducted by the Institutional Surveys Branch

The Elementary-Secondary General Information Survey (ELSEGIS) system was the primary instrument for acquisition and dissemination of policy-oriented data on elementary and secondary education in the United States and associated areas.

Initiated in 1967 and conducted on an annual basis, ELEGIS acquired quantitive data on the characteristics, pupils, staff, finances, facilities, activities and achievements of elementary and secondary schools and school systems. Data are obtained through cost-sharing contracts with State education agencies, with the Federal Government subsidizing part of the cost of data acquisition, editing, and data preparation. The data were obtained from the State agencies, but at the discretion of the States could be collected directly from the school system or the school. ELSEGIS data compiled statistics from other Federal Government agencies such as the Bureau of the Census and the Office of Equal Employment Opportunity.

Common-Core-of-Data (CCD) is conducted by
the Institutional Surveys Branch

The CCD has replaced ELSEGIS and expands its data collection activities to include a public school universe, additional staff items, and extensive local education agencies data. The Common-Core-of-Data Program (CCD) is an integrated Federal-State-local data system that is designed to fill current gaps in policy-relevant educational data, to facilitate provision of information needed on a recurring basis, and to increase the usefulness of data in meeting the needs of educational policymakers at all levels. Data needed for Federal policy purposes cannot be collected on a comparable basis until State, local, and institutional data sources are assisted in adhering to common standards through comprehensive and integrated data-collection systems. A major long-term policy of CCD is to improve the collection, storage, and analysis of data at the local level (working through the State educational agencies in the case of public education) by providing standards, system design guidelines, and technical assistance.

Common-Core-Data (cont'd)

CCD includes two major components designed to improve the quality, timeliness, and utility of statistical data. These two components are:

- The development of Federal statistical cores of data for elementary and secondary education
- The provision of assistance to State and local education agencies for the improvement and automation of their statistical and data-collection activities

The Federal cores of data will provide the recurring statistical data required by the Education Division. Development of the cores is being conducted by the National Center for Education Statistics (NCES) in conjunction with representatives of the Office of Education and personnel from State and local education agencies. A census of local school systems, intermediate educational agencies, and State educational agencies was started for school year 1977-78. The objective of this project was to assemble a comprehensive data base of elementary/secondary data for use by educational administrators, planners and researchers.

Within the resources available for assistance to State and local agencies, NCES will seek to meet the identified needs over a period of years. Representatives of the Education Division and the Council of Chief State School Officers' Committee on Evaluation and Information Systems (CEIS) participated in the design and specific technical assistance products and services. The establishment of compatible data collection among States will be an important asset to the State management of publicly funded educational resources. In addition, such products as the elementary/secondary data-base designs may be useful as models for State and local agencies in developing or refining educational information systems.

Individual surveys comprising ELSEGIS and/or CCD are described in the sections that follow:

Program Name and Description

1. Local Education Agency Report on Staff and Pupils (Universe) --conducted by the Institutional Surveys Branch

The survey collects data on pupils and staff at local education agency (LEA) levels. Data on pupils are collected by grade, data on graduates are collected by sex, and data on full-time equivalency of staff by major assignment and sex. The data permit NCES to classify school systems by size, compute pupil/staff ratios in several ways, and carry out numerous other analyses.

Local Education Agency Report on Staff and Pupils (Universe) (cont'd)

Enabling Authority

20 U.S.C. 1221 (e-1)

Coding Structure

Not applicable

Principal Users

- Congress
- Office of Education program bureaus
- State education agencies
- Local school administrators
- Armed Forces
- International organizations
- Professional education groups
- President's Commission on School Finance
- Appalachian Regional Commission

Publications

- Statistics of Local Public School Systems
- Computer Tapes will be available

Contact

Warren Hughes
NCES, Room 3009
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8245

Program Name and Description

2. Universe of Public Elementary and Secondary Day Schools--conducted by the Institutional Surveys Branch

The survey provides a comprehensive listing of every public elementary and secondary day school in the United States and outlying areas. Information is provided on the name of the school, its location, type, grade span, number of pupils and Full Time Equivalent (FTE) of teachers. School-by-school data were obtained through various procedures chosen by the State education agencies from options established by NCES. The latest survey was conducted in 1972-73. One of the basic purposes of this universe of schools is to provide a sampling frame for surveys initiated within the Education Division, HEW, and by outside researchers.

Enabling Authority

20 U.S.C. 1221 (e-1)

Coding Structure

Not applicable

Principal Users

Health, Education and Welfare

Publications

- Directory of Public Elementary and Secondary Day Schools
- Computer tapes will also be available

Contact

Warren Hughes
NCES, Room 3009
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8245

Program Name and Description

3. Statistics of Public Elementary and Secondary Day Schools (annual)--conducted by the Population Surveys Branch

This is a basic statistical survey of State education agencies to obtain aggregate data on public elementary and secondary schools for each State and outlying area and for the 20 largest cities. The survey collects data on pupils, high school graduates, professional and nonprofessional instructional and non-instructional staff, and schools. Included are estimated expenditures classified by major purpose, average salaries of professional instructional staff and classroom teachers, and estimates of average daily attendance and average daily membership. The survey provides timely, widely accepted national and State aggregate data on American public elementary and secondary education, and promotes the collection of comparable data among the States.

A preliminary fall statistics report is published to make data available as quickly as possible. The regular Fall Statistics of Public Schools report contains the final, more detailed survey data for the States, outlying areas, and the 20 largest cities.

Enabling Authority

20 U.S.C. 1221 (e-1)

Coding Structure

Not applicable

Principal Users

- Office of Education program managers
- State education agencies
- Local school administrators
- Private firms and individuals
- International organizations
- The Special Subcommittee on Education of the House of Representatives
- The President's Commission on School Finance
- Branches of the Armed Services

Publications

- Fall Statistics of Public Schools, Advance Report
- Statistics of Public Elementary and Secondary Day Schools (annual)

Statistics of Public Elementary and Secondary Day Schools (cont'd)

Contact

Ms. Betty Foster
Room 3017
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8501

Note: The following descriptions do not comprise ELSEGIS/CCD.

Program Name and Description

4. Biennial Survey of Education and Occupational Status of Recent College Graduates (June 1976-July 1977)--conducted by the Population Surveys Branch

This is a survey of the employment and education experience of recent college graduates with special emphasis on enumerating additions to the supply of teachers.

Enabling Authority

20 U.S.C. 1221 (e-1)

Coding Structure

Not applicable

Principal Users

- Students
- Counselors
- Educators
- Government program managers, and legislators
- Occupational outlook specialists

Publications

Labor Market Experience of Recent College Graduates

Contact

A. Stafford Metz
Room 3023
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-3236

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

5. Language Minority Statistics--
conducted by the Elementary and Secondary
Education Analysis Branch

This study is being carried out in connection with the national assessment of bilingual needs, and consists of two interrelated surveys. The first phase survey is a census of all colleges and universities to identify institutions offering or planning to offer programs or courses that prepare teachers and other education personnel to work with or instruct persons of limited-English-speaking ability, as defined by the law. The second phase survey is a followup of those institutions responding affirmatively to the first phase survey and will request more detailed information covering the following:

- Training programs offered (both pre- and in-service)
- Scope and content of programs/courses
- Curriculum requirements
- Practicums/field work required
- Faculty/staff
- Enrollment student characteristics
- Admission requirements
- Budget

Enabling Authority

Section 731(c) of the Bilingual Education Act, Title VII of the Elementary Secondary Education Act of 1965, as amended by PL 95-561

Coding Structure

Principal Users

- Curriculum planners
- Bilingual students and councils
- Special interest groups
- Veterans

Publications

Directory of Colleges and Universities Offering or Planning to Offer Programs or Courses to Train Education Personnel in Bilingual Education

Language Minority Statistics (cont'd)

Contact

Dorothy Waggoner
Room 3031
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-3397

Program Name and Description

6. College and University Degree Programs for Training of Adult Educators--conducted by the Population Surveys Branch

In 1971 a one-time survey of institutions of higher education was conducted to identify those that train professional adult educators. A survey form was sent to these institutions to learn the types of training offered, the levels of that training, enrollments and trends over the years. It includes a directory listing of institutions by level of training offered.

Enabling Authority

20 U.S.C. 1221 (e-1), General Education Provisions Act, § 406(b)

Coding Structure

Principal Users

- Institutions that train professional adult educators
- Students investigating a new career
- Federal planners that finance programs

Publications

College and University Degree Programs for the Preparation of Professional Adult Educators

College and University Degree Programs for Training of Adult Educators (cont'd)

Contact

Evelyn Kay
Room 3071
400 Maryland Avenue, S.W.
Washington, D.C. 20202
202-245-8340

Program Name and Description

7. Education Directory - Universe of Public School Systems (annual)--available from Institutional Surveys Branch

The primary purpose of this publication is to list all local education agencies that provide free public elementary and secondary education and are authorized to operate or organize schools. Data are presented for number of schools, grades operated, membership, location of superintendent, county name, and coterminality of geographical boundaries.

Enabling Authority

The General Education Provision Act, as amended, § 406(b)

Principal Users

- State education agencies
- Educational survey offices
- County administrators

Publications

Education Directory: Public Schools Systems 1978-79 (annual)

Contact

Warren Hughes
NCES, Room 3009
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8245

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

8. Occupational Education: Teacher and Student Characteristics (biennial)--conducted by the Population Surveys Branch (PSB)

A sample survey of teachers and students involved in vocational education at secondary and postsecondary levels is used to study such factors as student background and family characteristics; part-time and full-time employment held by students; their vocational education courses of study; their plans for future study and employment; and the professional qualifications and teaching experience of staff members.

Baseline statistics and trend data on age, race, education, and family socioeconomic status of students enrolled in vocational education are used to analyze the twin problems of racial discrimination and poverty. Although persons with special needs (disadvantages and handicapped) are intended to receive preferential treatment, few data exist to document the extent to which they participate in organized programs of vocational education. Data on vocational-education teachers provide a picture of their qualifications (both education and work experience) and give a basis for projecting replacement needs.

Enabling Authority

20 U.S.C. 1221(e-1), The General Education Provisions Act, § 406(b)

Coding Structure

Office of Education

Principal Users

- Manpower analysts
- Federal and State government
- National Advisory Council on Vocational Education
- White House Task Force on Vocational Education
- Special population interest groups, (i.e., the handicapped, racial and ethnic groups, and the disadvantaged)

Occupational Education: Teacher and Student and Student Characteristics (cont'd)

Publications

- Occupational Education: Characteristics of Teachers and Students
- Occupational Education: Characteristics of Students and Staff
- Occupational Education: Characteristics of Students in Private Noncollegiate Postsecondary Schools
- Characteristics of Vocational Education Teachers and Students

Contact

Evelyn Kay
Room 3071
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8340

Program Name and Description

9. School Staffing Survey--conducted by the Institutional Surveys Branch

This sample survey of the Nation's public elementary and secondary schools is designed to determine:

- Number of employees in specific assignments
- Full-time equivalent of full-time and part-time employees working in these assignments
- Selected demographic and educational characteristics of the pupils in these schools

To reduce individual respondent burden, the survey consisted of three separate samples of public schools and three questionnaires, with only a few items common to all three forms. A pilot survey was conducted in spring 1969, a larger scale survey in spring 1970.

Statistics from the sample are examined which reflect the allocation of staff to schools in which at least 50 percent of the student body are from poor households.

School Staffing Survey (cont'd)

Enabling Authority

20 U.S.C. 1221(e-1)

Coding Structure

Not applicable

Principal Users

- Office of Education's Bureau of Education for the Handicapped
- American Personnel and Guidance Association
- Agencies that estimate and project teacher demand for supply-demand studies
- Legislators

Publications

- *Specialized Instruction in Reading by the Public Schools*
- *Specialized Instruction for Gifted Pupils in the Public Schools*
- *The Availability of Pupil Personnel Specialists to Public Schools*
- *Teacher Supply and Demand: Public and Nonpublic Elementary and Secondary Schools*
- *Pupil Mobility in Public Elementary and Secondary Schools*
- *Counselors in Public Schools*
- *Number of Pupils with Handicaps in Local Public Schools*
- *Teacher Turnover in Public Schools*
- *Professional Staff for the Handicapped in Local Public Schools*

Contact

A. Stafford Metz
Room 3023
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-3236

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Office or Division

Division of Postsecondary and Vocational Education Surveys (DPVES)

Program Name and Description

1. Vocational Education Data System (VEDS)

Work on the Vocational Education Data Reporting and Accounting System (VEDS) began in fiscal year 1977 with the development of standard terminology and identification of items that would provide the legislatively required information: student enrollment, programs, program completers and leavers, staff, facilities, and expenditures in all public secondary and postsecondary schools. This work, completed in fiscal year 1977, was followed by design of a field test, conducted in fiscal year 1978. The system will be compatible as much as possible with State occupational information systems which will yield data on employment. Thus, used together, the two systems contribute to a continuous assessment of occupational supply and demand.

VEDS is designed to generate uniform data from the States and to enhance the decision-making ability of Congress (with respect to vocational educational policies), and the Bureau of Occupational and Adult Education activities (with respect to priority setting and program management). VEDS provides each State with a reliable mechanism for monitoring and managing its own delivery of vocational education, and provides State education agencies with more objective, uniform, and comparable data on the operation of statewide programs so they may better respond to new and emerging needs of business and industry. Evaluations or follow-up studies determine the extent to which program completers and leavers find employment in occupations related to their field and training, and are considered by their employers to be well trained and prepared for employment.

In summary, VEDS has two major functional elements: (1) a reporting system to enable data aggregated at the State level to be transmitted to the Federal level; and (2) an accounting system which establishes recordkeeping standards at the local or State levels for program planning and evaluation purposes. The VEDS reporting system is designed to supersede the one currently administered by the Bureau of Occupational and Adult Education (BOAE) in the U.S. Office of Education.

The VEDS has the following data collection parts:

- Education component
- Educational Finance component
- Educational Impact component

Vocational Education Data System (cont'd)

These three components form an evaluation and accountability component which will provide a systematic monitoring and management tool for determining the performance of vocational education and for developing policies for its improvement.

The Commissioner of Education prepares an annual report to Congress on the status of vocational education. The Administrator of NCES is responsible for the design, implementation and operation of VEDS, and prepares annual data acquisition plans and interfaces with the occupational system and CETA information systems.

Enabling Authority

PL 94-482, Education Amendments Act, as amended

Coding Structure

- U.S. Office of Education (for enrollments, completers and leavers)
- SOC (for follow-up)

Principal Users

- U.S. Congress
- State education agencies (SEA)
- Vocational education planners, administrators and analysts
- State legislators

Publications

VEDS Manual (1978)

Contact

Dr. Robert Morgan
Room 2175
400 Maryland Avenue, S.W.
Washington, D.C. 20202
202-245-8182

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

2. Adult Basic Education Program Statistics (annual)--
conducted by the Adult Vocational Surveys Branch

Statistics on the use made of federal funding are submitted by the States to the Bureau of Occupational and Adult Education of the U.S. Office of Education and are used to prepare an annual publication reporting summaries of the following:

- Adult basic education student enrollments
- Levels of training offered
- Course completions
- Characteristics of the students (age, sex, race, ethnic group)
- Numbers of teachers
- Counselors
- Other staff involved
- Student-teacher ratios
- In-service training programs offered
- Class locations
- Length of courses
- Selected financial statistics

Enabling Authority

PL 89-750

Coding Structure

Not applicable

Principle Users

- State planners
- Program administrators
- Legislative planners

Publications

Continuing Education: Adult Basic and Secondary Level Program Statistics; Student and Staff Data

Contact

Sylvester H. Cain
Room 3071
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8340

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

3. Participation in Adult Education (triennial)--conducted by Adult Vocational Surveys Branch

This project provides base data on the extent to which individuals participate in adult and continuing education activities. Data are collected in two phases as part of the Current Population Survey conducted by the Bureau of Census. The first phrase identifies participation in adult education and obtains information on age, sex, and race of participants. The second provides information on types of courses taken, types of institutions or agencies offering these courses, and reasons for taking these courses. These adult-education data are related to socioeconomic and demographic information collected at the same time by the Bureau of the Census.

Enabling Authority

General Education Provisions Act, as amended, § 406(b)

Coding Structure

Principal Users

- School systems
- Civic organizations
- Local education agencies

Publications

Participation in Adult Education (triennial, 1975)

Contact

Ruth Boaz
Room 3073
400 Maryland Avenue, SW
Washington, D.C. 20202
202-472-5814

Program Name and Description

4. Occupational Education Directories (biennial)--
conducted by Adult Vocational Survey Branch

Directories of secondary and postsecondary institutions offering occupational education programs have been developed. These directories include both public and private institutions and include identifying data, enrollments, occupational programs offered, and other general information. Specific accreditation data are shown for postsecondary institutions. The directories respond to a growing demand that NCES provide more information on career education. The development of statewide planning commissions for postsecondary education mandates the development of better information on the total universe of these institutions.

These directories provide a universe of institutions, useful when drawing samples for studies designed to answer some of the most pressing problems facing occupational education.

Enabling Authority

General Education Provisions Act, as amended, § 406(b)

Coding Structure

Not applicable

Principal Users

- Guidance counselors
- Associations
- Manpower experts
- Students
- Legislative planners

Publications

- Directory of Secondary Schools with Occupational Curriculum
- Directory of Postsecondary Schools with Occupational Programs (1978)

Contact

Evelyn Kay
Room 3071
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8340

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

5. Programs and Enrollments in Noncollegiate Postsecondary Schools--conducted by Adult Vocational Surveys Branch

This project surveys a sample of public and private postsecondary schools from the postsecondary occupational education directories to develop national estimates of their programs, enrollments, staff, and other characteristics. Institutions include business, vocational, trade, flight, beauty, barber, hospital, technical, and correspondence schools. (Excluded are colleges and universities for which data are gathered through the HEGIS system). Each school is asked to report--for each program--on total enrollment during the last 12 months, completions, length of program (in hours), total charges to a student, and outside financial resources used by institution (such as special funding for manpower development programs). Data are collected on sex, age, and race/ethnic backgrounds of students and on the numbers and functions of staff members.

An additional role for this survey is to provide a data base on enrollments and completions by program to aid in studying the relationship between supply of, and demand for, trained persons. Little concrete information has been available on the training output provided by private postsecondary noncollegiate institutions.

Enabling Authority

General Education Provisions Act, § 406(b)

Coding Structure

Office of Education code

Principle users

- Federal officials
- Grant Administrators
- State planning commissions
- Postsecondary schools

Publications

Occupational Education: Surveys of Programs and Enrollments in Noncollegiate Postsecondary Schools (1978)

Contact

Evelyn Kay
Room 3071
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8340

Program Name and Description

6. Adult Education by Home Study

A summary of institutional characteristics and programs offered of 403 correspondence schools. These schools had 663,123 registrations in 1976. The three areas of highest concentration of registration were in technical education (199,893), trade and industrial occupations (176,344), and business (79,962). The average course requires 20 responses, takes 206 hours to complete, and is accomplished during a 10 month period.

Enabling Authority

General Education Provisions Act, § 406(b)

Coding Structure

Office of Education code

Publications

Adult Education by Home Study (1976)

Contact

Sylvester H. Cain
Room 3071
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8340

Program Name and Description

7. Free Universities and Learning Referral Centers 1978

First organized in the 1960's, there are now 146 free universities and 42 learning referral centers in the U.S. The publication reports on their registrations (which totaled around 300,000 for 1978) and provides details on classes or activities. Courses are offered in both nonvocational and vocational areas.

Free Universities and Learning Referral Centers 1978 (cont'd)

In 1978, the programs with the largest number of sections were as follows:

Nonvocational	Vocational
Arts, visual and performing	Home economics
Physical education and leisure	Engineering and related technology
Language and literature	Health care sciences

Enabling Authority

General Education Provisions Act, § 406(b)

Coding Structure

Office of Education code

Contact

Robert Calvert, Jr.
Room 3071
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8340

Program Name and Description

8. Analysis of Schools Offering Occupational Training--conducted by Adult Vocational Surveys Branch

This analysis describes the 17,460 secondary and 11,731 post-secondary schools with occupational programs, and includes a summary of their programs, year of founding, control, and accreditation.

Enabling Authority

PL 92-318, General Education Provisions Act, § 406(b)

Coding Structure

Analysis of Schools Offering Occupational Training (cont'd)

Principal Users

- Counselors
- Students
- Career education planners
- Federal, State and local training information centers

Publications

Schools for Careers: An Analysis of Occupational Courses Offered by Secondary and Postsecondary Schools (1974)

Contact

Robert Calvert, Jr.
Room 3071
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8340

Note: Higher Education General Information Survey (HEGIS) is a series of annual and periodic data collection instruments administered by NCES. HECIS encompasses the universe of accredited public and private colleges and universities that grant Associate Degrees or higher. Individual surveys comprising HEGIS follow.

Program Name and Description

9. Opening Fall Enrollment (annual)--
conducted by University and College Survey Branch

This survey obtains counts of total enrollments; enrollments by class level, sex, and attendance status (full-time vs. part-time); and enrollments of first-time students. All of these data are acquired in terms of head counts and full-time equivalents. This survey has been conducted for almost 30 years and was incorporated into HEGIS in 1966. In earlier years, reports were called Opening Fall Enrollment and Comprehensive Report on Enrollment. In 1973, separate line items for extension students were eliminated, thereby reducing the questionnaire to about half its former size. The identical questionnaire was again used in 1974, but for fall 1975 two columns requesting data on credit hours were added. This survey is the only authoritative national count of the numbers of students enrolled in institutions of higher education. Data are aggregated by level and control of institution, and by State.

Opening Fall Enrollment (cont'd)

Enabling Authority

20 U.S.C. 1221(e-1), General Education Provisions Act, as amended, § 406(b)

Coding Structure

Principal Users

- Educational policy planners
- Higher education projections specialists

Publications

- Fall Enrollment in Higher Education
- Opening Fall Enrollment in Higher Education

Contact

Andrew Pepin
Room 3071
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8340

Program Name and Description

10. Inventory of College and University Physical Facilities

In 1978, this intermittent study concentrated on "Program Accessibility for the Handicapped." The current inventory, based on a sample of 700 institutions of higher education, is designed to estimate the current accessibility of higher education institutions to the handicapped and to estimate costs for making all campuses "program accessible". Included in the data obtained are estimates of the number of handicapped students, number of "useable" beds, and what type of space is or will be accessible.

The report from the study is designed to serve the needs of educational policy makers at the Federal, State and institutional levels. The information can be used indirectly in the development of budgetary and appropriation documents and will be of use to institutions in their efforts to comply with Federal regulations.

Inventory of College and University Physical Facilities (cont'd)

Enabling Authority

- PL 93-380, Education Amendment Act, as amended § 501(a)
- The Rehabilitation Act of 1973, § 504

Coding Structure

Not applicable

Principal Users

- Congress
- Department of Health, Education, and Welfare
- Education planners
- Physical facilities directors (plant and maintenance)
- State facility commissions
- Institutional representatives

Publications

- The Impact of Section 504 of the Rehabilitation Act of 1973 on American Colleges and Universities: Preliminary Summary Report (1979)
- The Impact of Section 504 of the Rehabilitation Act of 1973 on American Colleges and Universities: Analytical Report (1979)

Contact

Dr. Richard Peterson
Room 3073
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8392

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

11. Adult and Continuing Education in Institutions of Higher Education--conducted by Adult Vocational Surveys Branch

A survey of adult and continuing education course offerings in colleges and universities is integrated into the total HEGIS package. This survey seeks information on noncredit and credit courses taken by adults part time, including curriculum, sponsoring unit or college on the campus, professional refresher and community development activities, and method of instruction (class, workshop, educational TV, etc.). Information on college and university contributions to community development, professional and occupational retraining, and personal improvement activities that take place outside the regular degree program, is becoming increasingly important to the users of the information.

Enabling Authority

General Education Provisions Act, § 406 (b)

Coding Structure

Not applicable

Principal Users

- Office of Education
- New careers program of Office of Education
- State institutions of higher education
- Education program planners
- Community service organizations

Publications

Adult Education: Noncredit Activities in Institutions of Higher Education for the Year Ending June 30, 1978

Contact

Robert Calvert
Room 3071
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8340

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

12. Institutional Characteristics of Colleges and Universities (annual)--conducted by University and College Surveys Branch

This annual survey of all institutions of higher education obtains current information on such characteristics as type and control of institution, level of offering, type of program, accreditation, calendar system, basic student charges (including tuition, required fees, room and board), names of principal officers, organizational relationships, location, telephone number, congressional district, etc. Data received are edited and entered on the Higher Education Survey Control File. These data establish the higher education universe for all surveys of higher education conducted by the Education Division. This survey is conducted cooperatively with the Bureau of Postsecondary Education, U.S. Office of Education.

Enabling Authority

- PL 93-380, Education Amendments Act, as amended, § 501 (a)
- 20 U.S.C. 1221 (e-1) General Education Provisions Act, § 406(b), as amended

Coding Structure

Not applicable

Principal Users

- U.S. Army--Regulation 635-200
- U.S. Attorney General's Office
- Guidance counselors
- Students

Publications

- Higher Education Directory
- Institutions of Higher Education Index by State and Congressional District
- Basic Student Charges of Institutions of Higher Education

Contact

Art Podolsky
Room 3071
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8392

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

13. Earned Degrees and Other Formal Awards Conferred
(annual)--Survey of the University and College
Surveys and Studies Branch

Data on earned degrees and other formal awards conferred are used widely as measures of output of higher education for a specific academic year. The publications present such data for the latest year for which they are available, as well as for several preceding years. The basic data concerning the number of degrees conferred by level of degree, discipline division and specialty, control and level of institution, State or other area, sex, and instituion, are collected on an annual basis. These data are collected by racial/ethnic categories on alternate years. The data are presented in charts and tables, with supporting text. The data for individual institutions are presented in microfiche as well as in magnetic tape format.

The information obtained from this survey is used by a variety of educational policy makers, legislators, administrators, and researchers at the Federal, regional, State, and local levels. It provides needed information to guidance counselors in colleges and high schools, personnel directors in government, business, and industry, as well as parents and other lay citizens interested in higher education.

Enabling Authority

- PL 93-380, Section 501(a)
- Title VI, Civil Rights Act of 1964
- PL 94-482, Title IX, Education Amendments of 1972

Coding Structure

Not applicable

Principal Users

- Congress
- Federal Government agencies
- Department of Health, Education and Welfare
  - Office of the Assistant Secretary for Education
  - Office of Education
  - Office of the Commissioner of Education
  - Office for Civil Rights
  - Regional Offices of Education

National associations and agencies

Earned Degrees and Other Formal Awards Conferred (cont'd)

Principal Users (cont'd)

- Regional and State associations and agencies
- Institutions of higher education
- Elementary and secondary schools
- Libraries
- Business and industry
- General public

Publications

- Earned Degrees Conferred, 19__-__, Early Release
- Earned Degrees Conferred, 19__-__, Summary Data
- Earned Degrees Conferred, 19__-__, Institutional Data (in microfiche)
- Associate Degrees and Other Formal Awards Below the Baccalaureate, 19__-__, Summary Data
- Associate Degrees and Other Formal Awards Below the Baccalaureate, 19__-__, Institutional Date (in microfiche)
- Data on Earned Degrees Conferred, from Institutions of Higher Education, by Race, Ethnicity, and Sex, Academic Year 19__-__

Contact

Dr. Stanley V. Smith
Room 3071
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8392

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

14. Employees in Higher Education (salaries and fringe benefits surveyed annually; manpower, biennially)--conducted by University and College Surveys Branch

A part of the Higher Education General Information Survey (HEGIS), these surveys obtain data on the numbers of professional employees by occupational activity and program function; numbers of nonprofessional employees; salaries of selected administrators, and of instructional faculty; and fringe benefits of instructional faculty. The data are tabulated by administrative title, academic rank, length of contract, institutional control and level, size of institution, State, region, and sex. (The American Association of University Professors surveys faculty salaries on an annual basis, and the College and University Personnel Association surveys administrators' salaries on a biennial basis. The coverage of the higher education universe in these surveys is not an extensive as in the HEGIS survey.)

Enabling Authority

20 U.S.C. 1221(e-1), General Education Provisions Act § 406(b)

Coding Structure

Principal Users

- Carnegie Commission on Higher Education
- National Science Foundation
- Bureau of Educational Personnel Development
- State of Virginia
- National Center for Higher Education Management Systems at the Western Interstate Commission on Higher Education
- State education agencies

Publications

- Numbers of Employees in Institutions of Higher Education
- Faculty Salaries and Fringe Benefits in Institutions of Higher Education
- Teaching & Research Staff by Academic Field in Institutions of Higher Education

Employees in Higher Education (cont'd)

Contact

Carolyn Smith
Room 3071
400 Maryland Avenue, S.W.
Washington, D.C. 20202
202-245-8392

Program Name and Description

15. Residence and Migration of College Students (irregular)
--conducted by University and College Surveys Branch

Every 5-7 years, this enrollment survey of college students by State of residence is conducted. Students are surveyed by State, sex, class level, and whether first-time entering freshmen or transfer students. Data are tabulated by institution, level and control of institution, and State. The States are greatly interested in these data, especially those States which spend large sums for public higher education.

Enabling Authority

General Education Provisions Act, § 406(b)

Coding Structure

Not applicable

Principal Users

- State and local governments
- Federal Government agencies
- Southern Education Board
- Midwest Advisory Commission on Education
- New England Board of Higher Education

Publications

Residence and Migration of College Students

Contact

Richard Peterson
Room 3071
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8392

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

16. Financial Statistics of Institutions of Higher Education, State Data (annual)--produced by the University and College Surveys and Studies Branch

This report provides the complete, edited data on the current operations and the property characteristics of the Nation's 3,100 colleges and universities for a particular fiscal year. The data are presented by control and level of institution for the aggregate United States and for each region and State. The statistical tables cover current funds revenues by source, current funds expenditures by function, physical plant assets, indebtedness on physical plant, book and market values of endowment, and the statement of changes in fund balances.

Enabling Authority

PL 93-380, Educational Amendments Act, as amended, § 501(a)

Coding Structure

Principal Users

- Department of Health, Education, and Welfare and other Federal agencies
- Congressional staff
- State planning and coordinating agencies
- State legislatures
- Higher education associations
- Institional researchers

Publications

- Financial Statistics of Institutions of Higher Education, Fiscal Year 19 , State Data (see above)
- Financial Statistics of Colleges and Universities, 19 , Preliminary Tabulations (National totals only)

Contact

Norman Brandt
Room 3071
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8392

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Office or Division

Division of Multi-level Education Statistics

Program Name and Description

1. 1980 Library Manpower Study: Supply and Demand--conducted by Learning Resources Branch

This study will be conducted under a competitive contract and cofunded by NCES and the Office of Education's Office of Libraries and Learning Resources. It provides data on professional, clerical, and technical support staff, and gives employment supply and demand projections through 1990. On the demand side, the study estimates current employment and makes projections of future requirements for librarians and nonprofessionals in school, academic, public, and special libraries. The supply analysis gives numerical projections on anticipated manpower supply for professional and nonprofessional library staff; discusses characteristics such as age, education, ethnic background, and sex; and indicates job opportunities, changes in job functions, and staff patterns.

Enabling Authority

20 U.S.C. 1221(e-1), General Education Provisions Act, § 406(b)

Coding Structure

Principal Users

- National Commission for Libraries and Information Science
- Education program planners
- Training specialists

Publications

- Library Manpower Occupational Characteristics of Public and School Librarians
- Library Manpower: A Study of Demand and Supply

Contact

Helen Eckard
Room 3147
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8638

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

2. Public School Libraries/Media Centers,--
conducted by Learning Resources Branch

In 1978, this survey, a follow-up to the 1975 survey, became a component of the Library General Information Survey (LIBGIS) system. A national sample survey of 3500 units provides national data on holdings, staff, transactions, physical facilities, hours of service and expenditures for school libraries/media centers in public elementary and secondary schools. It was conducted intermittently by the Office of Education in the past.

Enabling Authority

20 U.S.C. 1221(e-1), General Education Provisions Act, § 406(b)

Coding Structure

Principal Users

- Individual school administrators, librarians, media specialists
- Library and information science schools
- National Commission on Libraries and Information Science
- Manufacturing companies of library-support industries (microfilm, audiovisuals, furniture, etc.)

Publications

Public School Library Statistics

Contact

Helen Eckard
Room 314
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8638

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

3. Characteristics of Dropouts--conducted by the Educational Indicators and Foreign Statistics Branch

Information on the population 14-to-21 years of age is extracted from the one percent Public Use Samples of the 1960 and 1970 Census of Population to analyze the characteristics of high school dropouts. Tabulations compare the family income, race, parental education, mother tongue, mobility, and other family-of-origin characteristics of high school dropouts and high school graduates for each State and the United States. The occupations, earnings, and marital status of dropouts and graduates are also compared. The effect of various combinations of family background and neighborhood characteristics on dropout status is explored. Information on these dropouts and how they differ from continuers is needed to develop and direct dropout prevention programs. Valuable information on enrollment, educational achievement, socioeconomic status, and neighborhood characteristics has been collected; however, printed reports provide only limited and fragmentary information on dropouts.

Enabling Authority

20 U.S.C. 1221(e-1)

Coding Structure

Census Occupational Classification System

Principal Users

- Research/program planners
- Bureau of the Census
- Dropout prevention program planners

Publications

Social and Economic Characteristics of High School Dropouts (unpublished report)

Contact

Absalom Simms
Room 3147
400 Maryland Avenue, SW
Washington, D.C. 20202
202-472-5191

Program Name and Description

4. Intercountry Data on Educational Outcomes

The study provides background to aid in understanding the problem of youth unemployment and examines the transition of youth from school to work. Statistics are presented from select industrial countries that describe (a) past trends and current developments in education, in the work force and in the economy generally that may contribute to the current unemployment, and (b) some policies that bear on the problem of youth unemployment. In addition, programs adopted by European countries to ease the transition from school to work are examined by several authors in different countries. The examination emphasizes assessment methods and data needs. Data from the study assist policy makers in fulfilling their responsibilities to provide the best possible programs to reduce youth unemployment and improve the transition from school to work.

Enabling Authority

20 U.S.C. 1221 (e-1)

Cdoing Structure

Not applicable

Principal Users

- Congress
- State Legislatures
- Education planners
- Employment and training agencies in the public and private sectors
- Researchers

Publications

- Indicators of Youth Unemployment and Education in Industrial Nations (1978)
- Transition From School to Work: An Intercountry Study (to be printed in 1979)

Contact

Logan Osterndorf
Room 3143
400 Maryland Avenue, SW
Washington, D.C. 20202
202-472-5190

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

5. National Longitudinal Study--conducted by Longitudinal Studies Branch

The National Center for Education Statistics is undertaking a long-range survey program for developing consistent, comprehensive historical records for samples of students as they move from our Nation's schools and into early adult life. Two components of this program are underway.

(1) National Longitudinal Study of the High School Class of 1972

In 1972, data collection began for the first phase of a National Longitudinal Study (NLS) involving some 22,000 high school seniors from more than 1,200 high schools across the country and from 1,800 staff members who counseled the 12th grade students. The cumulative historical account for each individual sampled will consist of a wide variety of information. Specific data include home and family background, educational attainment, work history, attitudes, aspirations, and other personal-social items, data descriptive of the educational process (teachers, school policies and programs, etc.); peer-group data; and, as appropriate, early postschool experiences. The purpose is to study the transition of young people to further training, education, or work, as a consequence of personal, familial, economic, societal, cultural, and educational factors.

Follow-up data are collected through mail surveys during a period of 6-8 years. The study will observe the same individuals over the period when their career paths begin to emerge. By examining the relationships between their schooling and other experiences and subsequent choices and progress, valuable information will be available.

(2) High School and Beyond

Planning and design activities have been initiated for a longitudinal study of the sophomore and senior classes of 1980. The major difference between this and the class of 1972 is that data on youngsters who drop out of high school is included.

The NLS enables one to relate various outcomes to earlier achievement levels, aspirations, attitudes, and intervening educational variables. The longitudinal study represents a combined initiative of the Bureau of Higher Education, the Office of Program Planning and Evaluation, and the National Center for Education Statistics, with a subsidiary interest by other Office of Education bureaus.

National Longitudinal Study (cont'd)

Enabling Authority

Coding Structure

- Census (3-digit code)
- Duncan SEI scores

Principal Users

- Planners
- Program evaluators
- Policymakers
- Educational legislators
- Educational researchers

Publications

- National Longitudinal Study of the High School Class of 1972, A Capsule Description of High School Seniors
- Immediate Education Plans of High School Seniors, Class of 1972
- National Longitudinal Study of the High School Class of 1972, Tabular Summary of Student Questionnaire Data, Volume I and II
- National Longitudinal Study of the High School Class of 1972, Student Questionnaire and Test Results by Sex, High School Program, Ethnic Category, and Father's Education
- National Longitudinal Study of the High School Class of 1972, Base-Year and First Follow-up Data File Users Manual
- Realization of Postsecondary Educational Plans: First and Second Year
- Effectiveness of High School Job Training: Assessment of Class of 1972 One-and-One-Half Years after Graduation

Contact

Fran Malone
Room 3147
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-3366

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

6. College and University Libraries

This survey, a component of both the Library General Information Survey (LIBGIS) and HEGIS, provides data on college and university library holdings, staff, expenditures, physical facilities, loan transactions, days and hours open per week, and membership in library cooperatives, consortia, and networks. It was conducted annually for over 20 years by the Association of College and Research Libraries. From 1958-64, this survey was conducted by the U.S. Office of Education, and since 1965 it has been done by the National Center for Education Statistics.

This is a universe survey of all academic libraries (about 3,200), providing basic general-purpose data not only for individual institutions but also for institutions grouped by control, type, size and by State. The National Commission for Libraries and Information Sciences uses the data in its publication, National Inventory of Library Needs. The publishing, audiovisual, microform, and other library-support industries (e.g., furniture, and equipment manufacturers) use the information in the marketing of their products and services.

Enabling Authority

- 20 U.S.C. 1221 (e-1)
- PL 93-380, Section 501(a)
- PL 94-482, Title IV, Section 406(g)

Coding Structure

Principal Users

- Office of Libraries and Learning Resources of the Office of Education
- College and university administrators
- Academic library evaluators
- National higher education and library associations
- Library and information science schools
- National Commission for Libraries and Information Sciences

Publications

Library Statistics of Colleges and Universities, Fall 19--: Institutional Data (biennial)

College and University Libraries (cont'd)

Contact

Richard Beazley
Room 3151
400 Maryland Avenue, SW
Washington, D.C. 20202
202-472-5977

116

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Office or Division

Division of Statistical Services (DSS)

Program Name and Description

1. Information Services and Publications,--
provided by the Statistical Information Branch

The NCES Information Service responds to a high volume of requests for educational information and statistics from many sources. Responses to these requests may require special tabulations and statistical reports. The Information Service helps to fulfill the original purpose of the Office of Education--that of gathering and disseminating information on education in the United States. The service responds to some 15,000 queries per year from legislators, government agencies, private organizations, educational institutions, and individuals.

The publication, Digest of Education Statistics provides an annual abstract of statistical information covering the entire field of American education from kindergarten through graduate school. It brings together materials from a wide variety of sources; e.g., surveys of the National Center of Education Statistics, other government agencies, private organizations and associations. Actual data are supplemented by estimates to provide as complete a picture of American education as possible. The Digest of Education Statistics is widely used as a guide to the NCES Information Service and as an introduction to other statistical publications and sources of educational data.

Enabling Authority

20 U.S.C. 1221 (e-1)

Coding Structure

Principal Users

- Congress
- Government agencies
- Educational institutions
- Private organizations
- Communications media
- General public

Publications

Digest of Education Statistics

117

Information Services and Publications (cont'd)

Contact

Vance Grant
Room 3055
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8511

Program Name and Description

2. Education Statistics Information Access System (EDSTAT)--conducted by Data Systems Branch

The EDSTAT system is designed to accelerate the flow of information to researchers, policymakers, and the general public. EDSTAT makes data available through a variety of modes in such a way that users can manipulate the data according to their research interests.

The EDSTAT system involves three interrelated subsystems which are designed to increase the accessibility of NCES data.

EDSTATE on-line: The EDSTAT II terminal-accessed on-line education data-retrieval system makes available, via local telephone calls, selected survey data from more than 20 data files through terminal access. Currently, on-line area data files are pertinent to post-secondary, higher, vocational-technical, and elementary-secondary education. Data are available from the NCES Higher Education General Information Survey (HEGIS), the Directory of Postsecondary Schools with Occupational Programs, and the Elementary-Secondary General Information Survey (ELSEGIS). Data are defined in a data base management system which incorporates an easy-to-use retrieval language.

Interactive programs are available to users which perform standardized data retrieval and report generation.

EDSTAT tape: Data tapes are available on all NCES surveys conducted since approximately 1965; also available are Census data by school district, and selected educational data tapes from other Federal agencies. Included in this group are Section 437 program data from the Office of Education.

Education Statistics Information Access System (cont'd)

EDSTAT Special Tabulations: Customized tabulations, i.e., data extracts, merges, reports or tables, will be programmed at cost for users who prefer this type of service rather than on-line access or tape purchase. Costs vary with the application. Straightforward data retrievals may be as little as $15 or $20, while more elaborate reports involving more than one survey may be hundreds of dollars.

Enabling Authority

20 U.S.C. 1221 (e-1)

Coding Structure

Principal Users

- Educational institutions
- Government agencies
- Educational researchers

Publications

Contact

Robert Yuill
Room 3033
7th and D Street, SW
Washington, D.C. 20202
202-245-8760

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

3. Condition of Education Report (annual)
--produced by the Statistical Information Branch

The report on "The Condition of Education" in the United States presents past, present, and projected statistics for all levels of education. The time-series data on input, process and output indicators for educational activities, institutions, and issues are presented in charts, graphs, and tables with supporting narrative text.

The report describes NCES activities in the current fiscal year and planned activities for the succeeding fiscal year.

The report serves the needs of educational policy makers at the Federal, State, and local levels, and provides useful information to educators and lay persons interested in education.

Enabling Authority

PL 93-380, Education Amendment Act of 1974, § 501(a)

Coding Structure

Not applicable

Principal Users

- Congress
- Education planners
- Research organizations

Publications

- The Condition of Education (released to Congress June 1, annually)

Contact

Ms. Valena White Plisko
Room 3061
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8053

Department

HEALTH, EDUCATION
and WELFARE
National Center for
Education Statistics

Program Name and Description

4. Projection Services and Publications

NCES provides projection services for statistics on elementary and secondary schools and institutions of higher education. It is the only source for obtaining an integrated set of projections in which data on enrollment, instructional staff, graduates, and educational finances are interrelated and specifically tied with school-age population data supplied by the Bureau of the Census. Projections are used in education legislation and in planning to meet the demands that future enrollments will place upon facilities, revenues, and teachers. The projections continuously provide the communications media with figures for their articles and furnish a valuable source of information for those who have come to look to the National Center for Education Statistics for guidance and leadership in educational matters.

Enabling Authority

20 U.S.C. 1221 (e-1)

Coding Structure

Principal Users

- Internal
- Congress
- State and local agencies
- Educational institutions and organizations
- The communications media
- Bureau of Labor Statistics
- Government agencies

Publications

- Projections of Education Statistics
- Statistics of Trends in Education

Contact

Martin Frankel
Room 3060
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8744

4. OFFICE OF EDUCATION (OE)

Department

HEALTH, EDUCATION
and WELFARE
Office of Education

Office or Division

Office of the Assistant Secretary for Education

Program Name and Description

1. Fund for the Improvement of Postsecondary Education

The Education Amendments Act of 1972 authorizes the Secretary of HEW to improve postsecondary educational opportunities by providing assistance to educational institutions and agencies for a broad range of reforms and innovations. To accomplish this legislative mandate, the Secretary of HEW established a separate organizational unit, the Fund for the Improvement of Postsecondary Education. The Fund is administered by a Director and a small professional staff. The Director is responsive to a fifteen-member Secretary-appointed Board, which is authorized to recommend policy priorities for the Fund, and to review grants and contracts of a specified kind and amount.

The Fund is a government grant-making organization with four distinguising characteristics:

- It is comprehensive in scope, covering the entire range of postsecondary education.
- It is responsive, seeking to yield to external initiative the task of conceiving and developing proposals to be funded.
- It is action-oriented. While the Fund will entertain proposals for policy-oriented studies and feasibility studies directly related to reform, innovation, or improvement, it will not fund proposals for basic research.
- It is willing to take risks. The Fund will entertain proposals for new and unproven ideas as well as proven ones.

The authorizing legislation for the Fund identifies eight purposes for which grants and contracts may be awarded. These are:

- To encourage the reform, innovation, and improvement of postsecondary education and to provide equal educational opportunity for all
- To create institutions and programs involved in new paths to career and professional training, and in new combinations of academic and experiential learning
- To establish institutions and programs that are based on the technology of communications

Fund for the Improvement of Postsecondary Education (cont'd)

- To carry out in postsecondary educational institutions the changes in internal structure and operations that are designed to clarify institutional priorities and purposes
- To design and introduce the most cost effective methods of instruction and operation
- To introduce institutional reforms that are designed to expand individual opportunities for entering and re-entering institutions and for pursuing programs of study tailored to individual needs
- To create new institutions and programs to examine and award credentials to individuals, and to introduce reforms in current institutional practices
- To introduce reforms in graduate education, in the structure of academic professions, and in the recruitment and retention of faculties

To achieve these purposes, the Fund administers a Comprehensive Program competition through which applicants may submit proposals related to any of the purposes for which the Fund makes awards. The Fund administers target competitions also. These concentrate on a particular and unsatisfied program or need.

Enabling Authority

- PL 92-318, the General Education Provisions Act, as amended
- PL 94-482, Education Amendments Act, as amended

Coding Structure

Not applicable

Principal Users

- 2- and 4-year public and private colleges
- Vocational and proprietary schools
- Community and nonprofit agencies
- Congress
- Researchers

Fund for the Improvement of Postsecondary Education (cont'd)

Publications

- Resources for Change: A Guide to Projects (19__, annual)
- Reports from the Fund:
  - Projects/Women
  - Underprepared Students
  - Calibrations for Combining Career and Liberal Arts Education

Contact

Ms. Diana Hayman
Room 3123
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8102

Program Name and Description

2. Unemployed Youth

The intent of the Department of Labor's Office of Youth Programs to foster new youth programs, and the mission of the Fund for the Improvement of Postsecondary Education within HEW to improve postsecondary education, provide a unique opportunity for an interagency collaboration. The Office of Youth Programs, directed by CETA legislation, tests and administers a variety of approaches to helping individuals in their late teens and early twenties advance to productive working lives. The Fund fulfills its legislative mandate by providing assistance to educational institutions and agencies for a broad range of reforms and innovations.

This program seeks from postsecondary institutions and agencies proposals that increase educational and career opportunities for economically disadvantaged youth (defined by the Employment and Training Administration as "one who is a member of a family that (1) receives cash welfare payments; or (2) has a family income that, in relation to family size and location, represents 85 percent of the lower living standard budget issued by the Bureau of Labor Statistics, or poverty levels established by the Office of Management and Budget--whichever is higher"). This program specifically addresses youth between the ages of 16 and 21 who are qualified for participation in CETA programs.

Unemployed Youth (cont'd)

A major program goal is to stimulate postsecondary agencies to apply their most effective educational programs and practices to improve employment opportunities for youth, particularly preparation that endures beyond the first job. A major purpose of the individual projects is to test the strength of particular approaches as models for others to use or adapt according to their needs.

The Fund anticipates proposals from a variety of "postsecondary agencies": 2- and 4-year public and private colleges, vocational and proprietary schools, and community and other nonprofit agencies. These postsecondary agencies are expected to relate their program to work under way within the community by coordinating with the Prime Sponsor and other agencies. Following submission, projects are reviewed and selected during June and July in order to begin operations in September or October. Since a limited number of projects can be funded (16-20), the Fund intends to monitor all aspects of program activity itself to learn about the potential role of postsecondary agencies in serving youth. Personnel on projects will work together with an Advisory Panel to describe, evaluate, and disseminate results widely.

An overriding reason for establishing this program is to encourage a wide range of postsecondary agencies to serve CETA qualified youth. As has been the case in all other Fund competitions, creative, practical ideas arise from local settings and themselves demonstrate effective approaches which cannot be anticipated beforehand.

Education alone cannot hope to solve the problem of youth unemployment; its causes and dimensions are profound and wide-ranging. But part of the solution does lie within the domain of educators: the development and implementation of more effective approaches and services than are currently being provided to unemployed youth.

Enabling Authority

- General Education Provisions Act, as amended, Title III, § 404
- PL 95-93, Youth Employment and Demonstration Projects Act of 1977
- PL 95-29, Economic Stimulus Appropriations Act

Coding Structure

Not applicable

Unemployed Youth (cont'd)

Principal Users

- Postsecondary agencies
- American Association of Community and Junior Colleges
- Financial aid advisors
- Unemployed youth
- Educational researchers
- U.S. Congress, and Advisory Committees

Publications

- Unemployed Youth: A Postsecondary Response, An HEW/DOL Program

Contact

Lynn DeMeester
Room 3123
400 Maryland Avenue, SW
Washington, D.C. 20202
202-245-8091

Department

HEALTH, EDUCATION
and WELFARE
Office of Education

Office or Division

Office of Career Education

Program Name and Description

1. Career Education Program

The Office of Career Education administers the Career Education Program of formula grants to State education agencies to promote the implementation of career education. In addition, the Office administers national evaluation efforts and dissemination activities for career education.

In August of 1974, the Congress of the United States enacted the Education Amendments of 1974 (PL 93-380). The Career Education Program was conducted under the authority of Section 406 of that Public Law from the summer of 1974 until the summer of 1978. Grants were awarded once each year during this 4-year period. Beginning on October 1, 1978, the Career Education Program is conducted under new legislation, the Career Education Incentive Act (PL 95-207).

The historical account of the career education funding indicates that under the PL 93-380, the Office of Career Education actively upheld its former legislative mandate. During the first year, 1975, there were 80 grant awards. Additionally, one contract was awarded to the American Institutes of Research in Palo Alto, California for the conduct of a survey and assessment of the current status of career education programs, projects, curriculums, and materials in the United States. The result was a total of 81 career education projects supported under the Fiscal Year 1975 appropriation. The Fiscal Year 1976 appropriation supported 109 grants and assistance contracts, plus 9 procurement contracts, resulting in a total of 118 career education projects. There were 121 grants and assistance contracts, plus 16 procurement contracts, awarded with the Fiscal Year 1977 appropriation - totalling 137 career education projects. The Fiscal Year 1978 appropriations supported 69 grants and assistance contracts and 19 procurement contracts for a total of 87 career education projects. While most of the career education awards were in the form of grants or assistance contracts, a few procurement contracts were awarded each year. These projects were pilot and demonstration in nature, whereas the current emphasis of the Career Education Incentive Act is on implementation of career education programs in and by the States.

Under the provisions of the Career Education Incentive Act (PL 95-207), funds will be made available for the following five areas:

An allotment program to State education agencies to enable them to provide State-wide leadership in career education and to support local career education implementation efforts

Career Education Program (cont'd)

- A model demonstration grant program to public and private nonprofit organizations and agencies for projects at the elementary/secondary level
- A postsecondary education demonstration program
- A program to furnish information to interested parties on Federal programs which gather, analyze and disseminate occupational and career information and to disseminate information on exemplary career education programs
- A program to evaluate the effectiveness of the career education programs and projects in the States

According to the new terms of the Rescission Bill, the first year of this 5-year Career Education Incentive Act has a $20 million budget. The 20 million dollars are appropriated in the following areas:

- One half of one percent is to be used for evaluation of the career education program effectiveness
- One percent is designated for the support of two dissemination activities: one by the National Dissemination Network (NDN) and the other by the National Occupational Information Coordinating Committee (NOICC)
- The remaining funds are devoted to State allotments for elementary and secondary programs

Enabling Authority

PL 95-207, Career Education Incentive Act

Coding Structure

Not applicable

Principal Users

- State Departments of Education
- Local education agencies
- Institutions of higher education
- Public and private nonprofit organizations and associations
- Research institutions

Career Education Program (cont'd)

Publications

- Career Education in the Public Schools, 1974-75: A National Survey (DHEW publication No. OE-76-00507)
- Profiles of Career Education Projects: Fiscal Year (1975, 1976, 1977 1978) Funding. (available through the ERIC system)
- Community Resources for Career Education (1976)
- Teacher and Career Education (1976)
- Career Education for Special Populations (1976)
- Relationships Between Career Education and Vocational Education (1976)
- The School Counselor and Career Education (1976)
- Career Education and Minorities (1977)
- Career Education and Vocational Education: Similarities and Contracts (1976)

Contact

Kenneth Hoyt
Room 3100
7th and D Street, SW
Washington, D.C. 20202
202-245-2284

Department

HEALTH, EDUCATION
and WELFARE
Office of Education

Office or Division

Division of Assistance to States, Bureau of Education for the Handicapped

Program Name and Description

Assistance to States

The Bureau of Education for the Handicapped (BEH) administers 16 major educational programs that touch the lives of millions of handicapped children and young people throughout the country. The Division of Assistance to States provides advice to States and local districts in administering programs that assure each handicapped child a free, appropriate public education. The Division provides expert help in particular areas of disability, and disseminates program and project information to States with similar needs. It administers programs to assist State-operated schools; to provide incentive grants to States offering pre-school services for handicapped and deaf-blind children; and to support the expansion of handicap services. The Division offers leadership and cooperation to vocational and innovative programs for the handicapped which are run by other OE bureaus and agencies.

Enabling Authority

- PL 94-142, Education for All Handicapped Children Act of 1975
- PL 89-313, Education of the Handicapped Act

Coding Structure

Not applicable

Principal Users

- State and local service centers
- State education agencies (SEA)
- Universities, colleges and special training schools
- National Advisory Committee on the Handicapped
- Congress

Publications

Contact

Ray Simches
Bureau of Education for the Handicapped
Room 4046
400 6th Street, SW
Washington, D.C. 20202
202-472-2263

Department

HEALTH, EDUCATION
and WELFARE
Office of Education

Office or Division

Division of Innovation and Development, Bureau of Education for the Handicapped

Program Name and Description

Innovation and Development

The Division of Innovation and Development supports special demonstration programs and initiates research projects designed to communicate new and better ways to help States provide each handicapped child with a free appropriate public education. Specific projects involve:

- Demonstration projects for handicapped infants, school age youth and postsecondary persons
- Developing technical or mechanical aids for the handicapped
- Developing curriculum materials, administrative tools and tests, handbooks and manuals for parents, students, teachers and administrators
- Evaluating the implementation of PL 94-142

Enabling Authority

- PL 94-142, Education for all Handicapped Children Act of 1975
- PL 89-313, Education of the Handicapped Act, as amended

Coding Structure

Not applicable

Principal Users

- Students with disabilities
- State education agencies (SEA)
- Teachers and training personnel
- School administrators

Publications

- Guidance Counseling and Support Services for High School Stdents with Physical Disabilities
- A Survey of Higher Education Facilities and Services for Students with Disabilities

Contact

Dr. Gary L. McDaniels
Room 3115
400 6th Street, SW
Washington, D.C. 20202
202-472-1653

Department

HEALTH, EDUCATION
and WELFARE
Office of Education

Office or Division

Division of Media Services, Bureau of Education for the Handicapped

Program Name and Description

Media Services

Using technology to create useful educational tools for the handicapped is a major activity of the Division of Media Services. To accomplish this, the program is involved in research, in training, and in distribution of educational media for the handicapped. The Division financially supports a number of Public Broadcasting Services (PBS) programs, and other captioned films and subtitled motion pictures. The captioned ABC News is broadcast five nights a week in 130 cities, reaching almost 6 million hearing impaired persons with each broadcast.

In addition, the Division provides special services to help the States and local school districts give their handicapped children a free appropriate public education by developing new materials or evaluating and adapting what is already available. It sets up activities that relate to the legislation, e.g., individualized education programs (IEP), and helps teachers and parents diagnose children to determine special needs and then to provide local resources and services tailored to these needs.

Enabling Authority

- PL 94-142, Education for All Handicapped Children Act of 1975
- PL 89-313, Education of the Handicapped Act

Coding Structure

Not applicable

Principal Users

- Hearing impaired and handicapped persons
- State Education Agencies (SEA)
- Public broadcasting networks
- Parents of handicapped or hearing impaired children
- Teachers
- Organizations interested in handicapped persons

Publications

Contact

Leroy Goodman
Room 4853
400 6th Street, SW
Washington, D.C. 20202
202-472-1494

133

Department

HEALTH, EDUCATION
and WELFARE
Office of Education

Office or Division

Division of Personnel Preparation, Bureau of Education for the Handicapped

Program Name and Description

Personnel Preparation

Each year the Bureau of Education for the Handicapped collects and makes available statistics on the number of teachers needed and trained in various areas of special education. The Division of Personnel Preparation monitors these statistics to anticipate trends and problems accurately enough to determine what kinds of teachers must be trained and to anticipate when they will be needed. The Division is currently providing funds to train not only special education personnel, but also regular classroom teachers who will work with handicapped children in normal classroom programs.

The Division funds or administers many special projects which are briefly described below.

- One project involves training teachers to help parents of handicapped children. Teachers encourage parents
  - to gain teaching skills to work with their own children
  - to learn where to get information on community resources and services
  - to take courses relating to special education skills
  - to run their own parent programs in their own communities

- Another project is gathering and sharing information on the best practices in the field, as well as giving professionals an opportunity to share ideas and methods. The project utilizes consumer guides, conferences, and workshops to disseminate the information to schools, professionals, and States.

- BEH is continuing a series of projects that are designed to encourage deans of colleges of education to revitalize or reform their programs so that each teacher trained will be more able to work effectively with handicapped students.

- A consortium of universities works with teacher training programs showing them how to evaluate their activities, and following up when the teachers are in service to assure the training program was effective.

Enabling Authority

- PL 94-142, Education for All Handicapped Children Act of 1975
- PL 89-313, Education of the Handicapped Act

Coding Structure

Not applicable

Personnel Preparation (cont'd)

Principal Users

- State education agencies (SEA)
- Parents of handicapped children
- Dean of colleges and universities
- Career advisors

Publications

Application for Grants Under Handicapped Personnel Preparation Program (annual)

Contact

Jasper Harvey
Room 4808
400 6th Street, SW
Washington, D.C. 20202
202-245-9886

Department

HEALTH, EDUCATION
and WELFARE
Office of Education

Office or Division

Division of Student Services and Veterans Programs, Bureau of Higher and Continuing Education

Program Name and Description

1. Educational Opportunity Center (EOC)

Educational Opportunity Centers (EOC) are located in areas with major concentrations of low-income persons. EOCS serve as

- Clearinghouses for information concerning financial and academic support available at institutions of higher education
- Sources of assistance in applying for admission to such schools, and in preparing detailed documentation for admissions and financial aid officers
- Sources of counseling for educational and career alternatives as well as tutorial and other services for students enrolled in such institutions
- Recruiting and counseling pools to coordinate resources and staff efforts of institutions in admitting educationally disadvantaged persons

Enabling Authority

- 20 U.S.C. 1070(d-1)
- 45 CFR 154, Higher Education Act of 1965, Section 417

Coding Structure

Not applicable

Principal Users

Persons desiring to pursue or who are pursuing a program of postsecondary education residing within the geographic area served by a Center

Publications

Directory of Funded Projects (annual)

Contact

Ms. Velma L. Monteiro
Room 3514
7th and D Street, SW
Washington, D.C. 20202
202-245-2511

Program Name and Description

2. Special Services for Disadvantaged Students

There are certain programs that provide special services to students with academic potential who are enrolled or accepted for enrollment at a grantee or contracted institution. These special services include academic and career guidance and counseling. These students, by reason of deprived educational, cultural, or economic background, or physical handicap, are in need of such services to assist them to initiate, continue, or resume their postsecondary education; or they may, by reason of limited English-speaking ability, be in need of bilingual educational teaching, guidance, and counseling in order to pursue a postsecondary education.

Enabling Authority

- 20 U.S.C. 1070d-1070d-1
- 45 CFR 157, Higher Education Act of 1965, as amended

Coding Structure

Not applicable

Principal Users

- Disadvantaged students
- State and local education institutions

Publications

Directory of Funded Projects (annual)

Contact

Ms. Velma L. Monteiro
Room 3514
7th and D Street, SW
Washington, D.C. 20202
202-245-2511

Program Name and Description

3. Talent Search

The Talent Search program is designed to identify qualified youths in financial or cultural need who have exceptional potential for postsecondary educational training and encourage them to complete secondary school and undertake postsecondary educational training. The programs publicize existing forms of student financial aid, including aid furnished under the Higher Education Act, and they encourage secondary school or college dropouts of demonstrated aptitude to reenter educational programs, including postsecondary school programs. Grants and contracts are made with: institutions of higher education and others with vocational and career education programs; public and private agencies and organizations including professional and scholarly associations.

Enabling Authority

- 20 U.S.C. 1070d-1070d-1
- 45 CFR 159, Higher Education Act of 1965, as amended

Coding Structure

Principal Users

- Qualified youths in financial or cultural need with exceptional potential
- Veterans (regardless of age if they are otherwise eligible)
- Dropouts with demonstrated aptitude

Publications

Contact

Ms. Velma L. Monteiro
Room 3514
ROB 3
7th and D Street, SW
Washington, D.C. 20202
202-245-2511

Department

HEALTH, EDUCATION
and WELFARE
Office of Education

Program Name and Description

4. Upward Bound

Programs of Upward Bound are designed to generate skills and motivation necessary for success in education beyond high school, and in which enrollees with academic potential from low-income backgrounds and with inadequate secondary school preparation can participate.

Enabling Authority

- 20 U.S.C. 1070d-1070d-1
- 45 CFR 155, Higher Education Act of 1965, as amended

Coding Structure

Principal Users

Qualified low-income secondary school youths with academic potential who may be:

- Physically handicapped youth
- Disadvantaged because of severe rural isolation
- Dropouts of secondary school who are committed to reenter

Publications

Contact

Ms. Velma L. Monteiro
Room 3514
7th and D Street, SW
Washington, D.C. 20202
202-245-2511

139

Department

HEALTH, EDUCATION
and WELFARE
Office of Education

Office or Division

Division of Training and Facilities, Bureau of Higher and Continuing Education

Program Name and Description

1. The Community Service and Continuing Education (CSCE) Program--conducted by Community Services and Continuing Education Branch

The Community Service and Continuing Education (CSCE) program provides funds to States and to institutions of higher education for three purposes:

- To strengthen community service programs of colleges and universities
- To support the expansion of continuing education in colleges and universities
- To support resource materials sharing programs

The CSCE program has been especially designed to meet the educational needs and interests of adults who have been inadequately served by traditional educational offerings in their communities.

The Community Service and Continuing Education program has four distinct parts:

(1) The State-grant Program is the major component of the CSCE program. Under the State grant program, funds are allotted to the States on a population formula basis, except that no State gets less than the amount said State received in FY 1975. The CSCE program is administered by a designated State agency which develops a State plan, establishes priorities among problem areas, and is responsible for reviewing and approving institutional proposals for support. One-third of total program costs must be met from non-Federal funds.

(2) The Special Projects Program directs grants to institutions of higher education to assist them in carrying out special programs and projects. These programs and projects must be designed to seek solutions to national and regional problems relating to technological and social changes and environmental pollution. Priorities for funding are determined each year by the CSCE Branch and the Commissioner, with the assistance of the National Advisory Council on Extension and Continuing Education (NACECE), and the final priorities are published in the Federal Register. Special Projects should go beyond what is required of a State-grant project and address problems common to more than one State and they should be replicable and useful to other institutions of higher education across the country.

The Community Service and Continuing Education Program (cont'd)

(3) The Special Programs for the Elderly support the planning, development and implementation of programs that meet the transportation and housing needs of rural and isolated elderly individuals. To date no funds have been available for this program.

(4) The Technical Assistance Authority provides a national diffusion network and assists the States and institutions in the improvement of planning and evaluation.

The Community Service and Continuing Education Program is administered at three different levels. The U.S. Office of Education, through the Bureau of Higher and Continuing Education (BHCE), is responsible for the overall administration of all Title I(a) portions of the program. In the State grant portion, an overall State plan and yearly plan amendments are developed by the States in accordance with regulations and guidelines developed by the CSCE staff, and submitted to the CSCE Branch for review and approval prior to the beginning of the fiscal year for which it is applicable. The plan is then recommended to the Commissioner for final approval and the release of funds.

At the State level, a designated agency in each State oversees the CSCE program, reviews institutional project proposals, and grants Federal funds to the institutions. Institutions of higher education, are responsible for planning, developing, and conducting the actual projects. It has been the policy of the Community Service and Continuing Education Branch to provide technical assistance and direction to the States through monitoring efforts rather than through overregulating or dictating to the State administrators.

Some of the monitoring and technical assistance activities of the CSCE Branch personnel include: site visits to the States; review of such items of information as legislation, budget, agency actions and publications; participation in annual workshops and annual conference; Steering Committee of State Administrators; Special Reports on grants and projects; and fiscal and performance reports from State agencies.

Enabling Authority

Title I(a) of the Higher Education Act of 1965

Coding Structure

Not applicable

Principal Users

- State higher education executive officers
- Grantee agencies or institutions
- National Advisory Council on Extension and Continuing Education
- Institutions of higher education

The Community Service and Continuing Education Program (cont'd)

Publications

- Annual Report to Congress
- Directory of State Agencies for CSCE

Contact

Dr. James Robison
Room 3717
7th and D Street, SW
Washington, D.C. 20202
202-245-9868

Program Name and Description

2. Educational Information Centers (EIC)

An Eduational Information Center is an institution or agency, or a consortium of agencies organized to provide educational information, guidance, counseling and referral services to a population in a geographical area no greater than that which will afford all persons within the area reasonable access to the services of the Center. Such services include:

- Information and talent search services designed to seek out and encourage participation in full-time and part-time postsecondary education or training of persons who would otherwise not benefit or not have information about available programs or assistance
- Information and referral services to persons within the area served by the Center. Such services include information about:
  - Postsecondary education and training programs, and requirements for admission to such programs
  - Available Federal, State, and other financial assistance, including information on application procedures
  - Available assistance for job placement or admission to post-secondary education institutions
  - Competency-based learning opportunities including testing existing competencies for certification, credit or advanced placement in programs

Educational Information Centers (cont'd)

- Guidance and counseling and services designed to assist the person in identifying full- and part-time education and training opportunities

- Remedial or tutorial services designed to prepare a person for postsecondary educational opportunities or training programs.

Services may be provided by a Center or by contract or agreement with agencies and institutions within the area to be served. The Federal share of the cost of planning, establishing, and operating EICs for any fiscal year is limited to two-thirds of the total cost, and the non-Federal share may be provided in cash or in kind. Any State applying for a grant must submit a State plan that includes: a comprehensive strategy for establishing or expanding of EIC, assurances for the source and availability of finances to meet the non-Federal share of the costs, and provisions for all other considerations and requirements of the law and program regulations.

Enabling Authority

Title IV, Higher Education Act of 1975, Sections 418A and 418B, as amended

Coding Structure

Not applicable

Principal Users

- State grantee agencies
- Institutions of postsecondary education
- General public

Publications

Directory of Funded Projects (annual)

Contact

Charles Griffith
Room 4052
7th and D Street, SW
Washington, D.C. 20202
202-245-2671

Department

HEALTH, EDUCATION
and WELFARE
Office of Education

Office or Division

Division of Adult Education, Bureau of Occupational and Adult Education

Program Name and Description

Adult Education Program

The Adult Education Program was originally conceived in 1964. It sought to remedy the inequities affecting the educationally disadvantaged by initiating programs of instruction for adults whose inability to read and write the English language constituted a substantial impediment to their getting or retaining employment commensurate with their real ability. Initially the program was intended to help eliminate the inability to read and write, and to raise the level of education of such individuals. Such a program would make them less likely to become or remain dependent on others, would expose them to occupational training, would increase their opportunities for more productive and profitable employment, and would make them better able to meet their adult responsibilities. In 1966, and in years following, additional legislation broadened the scope and purpose of the Adult Education Program

> "to expand educational opportunity and encourage the establishment of programs of adult public education that would enable all adults to continue their education to at least the level of completion of secondary school and make available the means to secure training that would enable them to become more employable, productive, and responsible citizens."

Between 1970 and 1978, the major changes to the Act have enhanced State operations and aid the Program in responding to needs of special or target segments of the disadvantaged adult population. The thrust of the Education Amendments of 1978 is to expand the current delivery system of adult education and to broaden the outreach of the program. In keeping with the legislative intent, the program emphasis is on providing basic education to the least educated, most needy adults who lack the skills and knowledge needed to function in day-to-day living.

Under the State-administered program, a local educational agency and public or private nonprofit agencies, organizations, and institutions submit applications to compete for funds for providing instructional programs.

The State-administered adult education program includes:

> Programs for all segments of the adult population in the State, including residents of rural areas, residents of urban areas with high rates of unemployment, adults with limited English language skills, and institutionalized adults

Adult Education Program (cont'd)

- Consultation, cooperation, and coordination among the State educational agency, State manpower service councils, State occupational information systems, and other employment and training programs
- Significant expansion of the delivery of adult education services through the use of agencies, institutions, and organizations other than the public school systems, such as business, labor unions, libraries, institutions of higher education, public health authorities, antipoverty programs, and community organizations
- Involvement in the development and implementation of the State plan by representatives of business and industry, labor unions, public and private educational agencies and institutions, churches, fraternal and voluntary organizations, community organizations, State and local manpower and training agencies, and representatives of special adult populations
- Efforts to assist adult participation by providing flexible course schedules, convenient locations, adequate transportation, and child care
- Special emphasis on adult basic education programs (20 percent of the State's allotment may be used for programs of equivalency for a certificate of graduation from a secondary school)
- Programs of bilingual adult education
- Programs to meet the special educational needs of adult immigrants

Currently the Adult Education Program serves over one million educationally disadvantaged persons per year in elementary and secondary level programs offered in local communities. Participants represent a cross section of racial and ethnic groups with women outnumbering men. Each year the program has enrolled an increasing number of persons who are unemployed or receiving public assistance, and each year an increased number of persons are removed from welfare rolls, obtaining employment or better jobs as a result of experience gained in the program.

In spite of the program's record of achievement, a substantial number of adults remain in need of basic education. A number of Federal programs offer basic educational services to disadvantaged adults, but the Adult Education Program is the only program open to all disadvantaged adults in need of basic and secondary education.

Adult Education Program (cont'd)

Enabling Authority

- Economic Opportunity Act of 1964
- PL 91-230, Adult Education Act of 1966
- Elementary and Secondary Education Act
- PL 93-380, Education Amendments of 1974
- PL 95-561, Education Amendments of 1978

Coding Structure

Not applicable

Principal Users

- Undereducated and disadvantaged persons (institutionalized persons, adults with limited English language skills, handicapped, elderly, and immigrants)
- State and local educational agencies
- Public and private nonprofit agencies, organizations, and institutions, including community colleges and technical institutions

Publications

Contributor to the reports of the National Center for Education Statistics

Contact

Paul V. Delker
Room 5056
400 Maryland Avenue SW
Washington, D.C. 20202
202-245-2774

Department

HEALTH, EDUCATION
and WELFARE
Office of Education

Office or Division

Division of Research and Demonstration, Bureau of Occupational and Adult Education

Administers the vocational education discretionary programs. These programs are:

- Program Improvement Projects of National Significance
- Training and Development Programs for Vocational Education Personnel
- The National Center for Research in Vocational Education
- Bilingual Vocational Training
- Contract program for Indian Tribes and Indian Organizations

Program Name and Description

1. Program Improvement Projects of National Significance--conducted by each branch in the Division

The primary funding mode is contracts although, in some cases, grant awards may be made when there is reasonable probability that the project will result in improved teaching techniques or curriculum materials that will be used in a substantial number of classrooms within the five years after the termination date of the grant.

Contract competitions are announced as Requests For Proposals in the Commerce Business Daily. Potential bidders usually have 60 days in which to submit their proposals. Areas of project support include:

- Nationally significant applied research and development
- Exemplary and innovative programs
- Curriculum revision, development, and dissemination
- Demonstrations and personnel training

No unsolicited proposals are accepted; and no cost sharing is required.

Enabling Authority

PL 94-482, Education Amendments, as amended, Title II

Coding Structure

Not applicable

Program Improvement Projects of National Significance (cont'd)

Principal Users

- Public organizations, institutions and agencies
- Non-profit institutions
- Agencies and individuals
- State and local education agencies

Publications

- Resources in Vocational Education (bimonthly)
- Projects in Progress (annual with interim update)

Contact

Howard J. Hjelm
Room 5042
7th and D Street, SW
Washington, D.C. 20202
202-245-9634

Program Name and Description

2. Training and Development Programs for Vocational Education Personnel--conducted by the Personnel Development Branch

The primary funding modes are fellowships to individuals and grants to approved institutions selected by individuals receiving awards. Announcements of the competitions for fellowships are made in the Federal Register.

There are two programs for vocational education personnel:

Leadership Development Awards--Experienced vocational educators and institutions of higher education must establish eligibility by satisfying certain requirements of the Office of Education. Educators must: (1) have had not less than two years of experience in vocational education or in business or industrial training or military technical training; or in the case of researchers, experience in social science research which is applicable to vocational education, (2) hold a baccalaureate degree, (3) be employed or be assured of employment in vocational education, (4) be eligible for admission to an approved graduate program, and (5) plan to enroll for full-time graduate study. Awards may be made for up to three years of support. Institutions must submit applications to OE for approval of

Training and Development Programs for Vocational Education Personnel (cont'd)

their graduate vocational education leadership development programs. The programs must be comprehensive and thereby include at least five recognized fields of vocational education and such disciplines as educational administration, guidance and counseling, and research and curriculum development. Training must be provided in leadership skills necessary to increase the participation of disadvantaged and under-represented persons in vocational education programs at all levels.

- Certification Fellowship Awards--Two categories of persons are eligible for fellowships for study at colleges or universities for a period not to exceed two years.
  - Applicants who are certified teachers and are unable to find employment in their field and have skills and experience in vocational fields for which there is a need and for which they can be trained to be vocational teachers
  - Applicants who are in business, industry or agriculture and have skills and experience in vocational fields needing teachers and who have been accepted by a teacher training institution for enrollment in a program preparing vocational teachers

When making application for Certification Fellowship Awards, the following Catalog of Federal Domestic Assistance numbers should be used:

13.503A	Vocational Education Graduate Leadership Development Program--Institutions
13.503B	Vocational Education Graduate Leadership Development Program--Individuals
13.578	Vocational Education Teacher Certification Fellowship Program

Enabling Authority

PL 94-482, Education Amendments, as amended; Title II § 172

Coding Structure

Not applicable

Principal Users

- Vocational education teachers
- Unemployed certified teachers
- Persons from industry, business, or agriculture
- Institutions with vocational education leadership programs
- State and local education agencies

Training and Development Programs for Vocational Education Personnel (cont'd)

Contact

Dr. Duane Nielsen
Room 5640
7th and D Street, SW
Washington, D.C. 20202
202-245-9793

Program Name and Description

3. National Center for Research in Vocational Education--sponsored by the Research Branch

The Office of Education established the National Center for Research in Vocational Education (NCRVE) at the Ohio State University to:

- Conduct applied research and development activities
- Provide leadership development activities for State and local leaders in vocational education
- Disseminate the results of vocational education research and development
- Maintain a clearinghouse on research and development projects supported by the States and the Office of Education
- Generate national planning and policy development information
- Provide technical assistance to State, local and other public agencies in developing methods for evaluation of vocational education programs

Enabling Authority

PL 94-482, Education Amendments Act, as amended

Coding Structure

Not applicable

National Center for Research in Vocational Education (cont'd)

Principal Users

- State and local and public research agencies
- Institutions of vocational education
- General public concerned with the condition of vocational education

Publications

Note: Materials concerning the National Center for Research in Vocational Education such as the Graduate Research Associateships, programs, projects and services, may be obtained from:

The National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210
614-486-3655

Contact

Paul Manchak
Room 5018
7th and D Street, SW
Washington, D.C. 20202
202-245-2617

Program Name and Description

4. Bilingual Vocational Training--
sponsored by the Demonstration Branch

The program focuses on three facets of training. Bilingual Vocational Training is for persons requiring English language skills and job skills to perform adequately in an occupation. Bilingual Vocational Instructor Training is for State agencies, public and private non-profit educational institutions, as well as for private profit-making educational institutions. Bilingual Vocational Instructional Materials, Methods and Techniques is involved with applicants submitting proposals to develop and test instructional materials and encourages research, demonstration and dissemination projects for bilingual vocational education programs nationwide. Applicants may be individuals, institutions or agencies.

Bilingual Vocational Training (cont'd)

Enabling Authority

PL 94-482, Educational Amendments Act, as amended

Coding Structure

Not applicable

Principal Users

- State education agencies
- Public or private educational institutions
- Non-profit or private profit-making organizations
- Individuals with testing, research and development experience in bilingual training methods and materials

Contact

Dr. Doris Gunderson
Room 5026
7th and D Street, SW
Washington, D.C. 20202
202-245-2614

Program Name and Description

5. Contract Program for Indian Tribes and Indian Organizations--conducted by Demonstration Branch

This program seeks to improve vocational education opportunties for Indians by funding projects for a period not to exceed three years. Competitive assistance contracts are awarded to tribal organizations of Indian tribes which are eligible to contract with the Bureau of Indian Affairs, U.S. Department of the Interior. "Indian tribe" is defined as including Alaska regional corporations recognized as eligible for special programs and services according to the legislation.

Enabling Authority

- PL 94-482, Education Amendments Act, as amended
- Native Claims Settlement Act
- Indian Self-Determination and Education Assistance Act of 1975

Contract Program for Indian Tribes and Indian Organizations (cont'd)

Coding Structure

Not applicable

Principal Users

- Indian tribes, as defined in description
- State education agencies
- Institutions conducting research on Indian programs

Contact

Dr. Doris Gunderson
Room 5026
7th and D Street, SW
Washington, D.C. 20202
202-245-2614

Department

HEALTH, EDUCATION
and WELFARE
Office of Education

Office or Division

Division of Vocational and Technical Education, Bureau of Occupational and Adult Education

- Provides national leadership by assisting the States to maintain, and improve existing programs of vocational education
- Administers the vocational education programs under the Vocational Education Act of 1963, as amended
- Promotes the availability of vocational education so that persons of all ages in all communities will have ready access to programs suited to their needs, interests, and abilities
- Improves the delivery of vocational education programs through public and private schools; pre-postsecondary, adult, and cooperative programs; work experience, work study and apprenticeship programs
- Provides appropriate assistance at the international level; support and leadership for vocational student organizations; liaison to the National Advisory Council on Vocational Education; and appropriate services to the Regional Development Commissions
- Analyzes and evaluates data and program information

State Programs and Services Branch

- Provides technical assistance and leadership, both internally and externally, in advancing the specific programs of vocational instruction
- Serves in an advisory capacity to vocational student organizations
- Monitors and makes decisions regarding curriculum and research projects that relate to vocational instructional programs, including providing expert assistance in the development of programs and services for disadvantaged and handicapped persons
- Seeks platforms to articulate current challenges and developments in vocational education
- Coordinates and maintains liaison activities with other government agencies, professional organizations, labor organizations, trade associations, and business and industry who share common interests in preparing people for work

Program Name and Description

1. Vocational Home Economics Education

Vocational Home Economics Education is a vocational education program which prepares males and females, youth and adults, for (1) the occupation of homemaking which is UNPAID employment, and (2) the vocation of home economics which utilizes knowledge of home economics and skills for PAID employment.

These two types of Vocational Home Economics Education programs (Consumer and Homemaking Education, and occupational home economics education) are comprised of programs of instruction organized and designed to enable learners to acquire knowledge and to develop understanding, attitudes, values, and skills relevant to specific occupational objectives. Instructional programs, services, and activities assist in preparing learners at all educational levels for the occupation of homemaking. The following areas are included:

- Consumer education
- Food and nutrition
- Family living and parenthood education
- Child development care and guidance
- Housing and home management, including resource management
- Clothing and textiles

These instructional programs are designed not only for males and females at all educational levels, but also for persons in economically depressed areas; areas with high rates of unemployment; and for other target populations such as the aged, persons in correctional institutions, and school age/ teenage parents.

The occupational home economics education programs for paid employment are offered on the secondary, postsecondary, and adult levels (both preparatory and supplemental) to educate and train personnel in recognized and emerging occupations encompassing all aspects of home economics education. Program areas include:

- Child care and guidance and management of children
- Clothing, apparel, and textiles management, production and services
- Food management, production and services
- Home furnishings, equipment, management, production and services
- Institutional, home management and supporting services

Organized classroom instruction may be offered in formal or informal settings supplemented by supervised laboratory and work experiences including cooperative education to develop competencies as required for the specific occupation. The Future Homemakers of America, the vocational home economics student organization with two types of chapters, FHA (Future Homemakers of America) and HERO (Home Economics Related Occupations) is an integral part of these instructional programs providing opportunities for students to extend their abilities, skills, and knowledge in all aspects of vocational Home Economics Education.

Vocational Home Economics Education (cont'd)

Enabling Authority

- PL 88-210, Vocational Education Act of 1963
- PL 90-576, Education Amendments of 1968
- PL 94-482, Education Amendments of 1976

Coding Structure

Cross-coding is utilized: D.O.T. occupational and industrial codes, VEDS/OE code, Census code, and SOC code

Principal Users

- Internal
- State and local education agencies
- Congress
- Home economics educators, researchers and administrators
- Universities and colleges
- Program and curriculum experts
- Business and industry

Publications

- The Commissioners Report 1978 for Consumer and Homemaking Education Programs and Occupation Home Economics Education Programs
- Coalition Statement: Vocational Home Economics Education (January 1979)

Contact

Bertha King
7th and D Street, SW
Washington, D.C. 20202
202-245-3478

Department

HEALTH, EDUCATION
and WELFARE
Office of Education

Program Name and Description

2. Program Support

The Program Support Branch provides national leadership in collecting and analyzing data regarding Vocational Education, prepares the annual Commissioner's report on the status of vocational education, and disseminates information on all aspects of vocational education. In addition, the Branch provides national leadership and professional assistance to States and other agencies regarding sex equity and serving the disadvantaged through vocational education. The Branch administers construction and demonstration education programs funded by the Appalachian and other Regional Commissions. In concert with NCES and NOICC, the Branch supports the development and operation of the Vocational Education Data System (VEDS) and the Occupational Information System (OIS).

Currently the Branch is coordinating efforts to promote an efficient transition from a limited system of vocational education data reporting to a more complex Vocational Education Data System (VEDS). Another major activity of the Branch is a revision of the vocational instructional program taxonomy to include related D.O.T., SOC and OES codes. This will then be incorporated into a revised Handbook on Educational Instructional Programs.

Enabling Authority

- Smith-Hughes Act of 1917
- Vocational Education Act

Coding Structure

Cross-coding is utilized: OE, D.O.T. and SOC

Principal Users

- Congress
- Regional and state education agencies
- State legislators and vocational education administrators
- Appalachian Regional Commission and other Regional commissions
- State advisory councils (SAC)
- Vocational education program planners, analysts and specialists
- Federal Departments and Agencies
- National associations
- Suppliers of vocational education equipment and supplies
- Universities and colleges

Publications

- Vocational Education Instructional Program Taxonomy
- Commissioner's Report on the Status of Vocational Education

Program Support (cont'd)

Contact

Kent Bennion
Program Support
7th and D Street, SW
Washington, D.C. 20202
202-245-3465

Department

HEALTH, EDUCATION
and WELFARE
National Institute of
Education

Office or Division

Assistant Secretary of Education

The mission of the National Institute of Education (NIE) is two-fold: to promote educational equity and to improve the quality of educational practice. To this end, NIE supports research and dissemination activities that will help individuals--regardless of race, sex, age, economic status, ethnic origin, or handicapping condition--to realize their full potential through education.

The Institute's program initiatives grow out of a variety of activities which are planned to stimulate an exchange of views among educators, policy-makers, parents, and other citizens on nationally significant educational issues. Seventeen regional laboratories and research and development centers, which receive much of their support from NIE, allow for both regional and national definition of educational problems and priorities.

NIE policy is established by the National Council on Educational Research, whose 15 members are appointed by the President and confirmed by the U.S. Senate.

To achieve its mission, NIE has organized its work around three broad program areas:

- Teaching and Learning
- Educational Policy and Organization
- Dissemination and Improvement of Practice

Program Name and Description

1. Educational Policy Organization

This program area supports research and seeks to improve practice in the formation and implementation of educational policies, and in the institutional and social structures within which education occurs. The program is organized to support research on law and public management, educational finance, and the relationship between educational organizations and their local communities.

The focus on law and public management supports research on the role of the courts in education, on legal theories about education, and the effects of particular legal interventions. It supports research on major issues of educational policy, on governmental roles and intergovernmental relationships, and on the process by which educational policy is developed, influenced, implemented and monitored at the municipal, State and Federal levels.

Educational Policy Organization (cont'd)

- The focus on educational finance supports research on issues of revenue production, revenue allocation, and the patterns and effects of expenditure in education at all levels. A primary interest is research on the relationship of educational finance to equal educational opportunity.

- The focus on educational organizations and the community supports research on the governance, organization and management of schools, school systems, institutions of higher education, and higher education systems; on the relationship between these institutions and the community; and on the integration of educational and social services in communities. A particular interest is research aimed at improvement of the organization and management of urban schools and schools serving the rural poor.

Enabling Authority

General Provisions Act, § 405 (a)(1)

Coding Structure

Not applicable

Principal Users

- Educational researchers
- Educators
- Legislators
- General Public

Publications

- The Planning Papers for the Vocational Education Study (April, 1979)

- The Planning Papers on Consumer and Homemaking Education Programs (April, 1979)

Contact

Ms. Judy Cherrington
Room 707B
1200 19th Street, NW
Washington, D.C. 20208
202-254-5040

Program Name and Description

2. Teaching and Learning

This program area supports research on the processes of human learning and development, and seeks to improve the substance of what is taught and the practice of teaching in education at all levels and in all settings whether formal or informal. A primary focus is upon research which provides a clearer understanding of the ways in which teaching and learning are affected by race, ethnic or language background, sex, or social class.

The Teaching and Learning Program is organized to support research on five areas: learning and development; reading and language; teaching and instruction; education in home, work, and community; and testing, assessment and evaluation.

- The focus on learning and development supports research on the development of mathematical skills, reasoning, and problem-solving abilities, since these are basic assets which influence subsequent access to an education of high quality.

- The focus on reading and language studies supports research on the development of language and literacy, on the ways that class, race, ethnic heritage and culture bear upon the acquisition of language and literacy skills, and on teaching strategies for language and literacy instruction. A particular interest is the language and literacy development of bilingual students, including the acquisition of English as a second language.

- The focus on teaching and instruction supports research on the determinants of effective teaching, including classroom process, the education and in-service training of teachers, and new approaches to instructional practice. The effects of sex, race, ethnic background and social class on teaching and instruction are a major interest.

- The focus on education in home, work, and community supports research aimed at understanding out-of-school learning environments and their relationship to performance in school; the ways in which sex, ethnic background, race, language background and social class may affect the nature and influence out-of-school learning; and the relationships between school, home, work and community and the ways that they mutually reinforce the educational opportunities of all students.

- The focus on testing and assessment supports research aimed at improving the tools for assessing, describing, documenting and analyzing student achievement, instructional processes, and characteristics of learning environments.

Enabling Authority

General Provisions Act, § 405 (a)(1)

Teaching and Learning (cont'd)

Coding Structure

Not applicable

Principal Users

Publications

Adult Learning Needs and the Demand for Lifelong Learning (November, 1978)

Contract

Ms. Lois-ellen Datta
Room 819E
1200 19th Street, NW
Washington, D.C. 20208
202-254-6000

Program Name and Description

3. National Assessment of Educational Progress (NAEP)

The National Assessment of Educational Progress (NAEP) has established the only objective-referenced baseline data, on a national level, concerning the achievement of young Americans, and is now collecting and reporting changes in achievement over regular intervals. Annually surveying the knowledge, skills, understanding, and attitudes of certain groups of young Americans, it provides the educational community and the lay public with information about:

- Selected aspects of educational attainment of young Americans in certain subject areas
- Any growth or decline in these educational attainments of young Americans over the years

Four age groups are assessed: 9-year-olds, 13-year-old, 17-year olds and young adults (ages 26-35).

National Assessment of Educational Progress (cont'd)

Assessment in the first 6 years of the project included 10 subject areas: science, writing, music, mathematics, literature, social studies, reading, art and career and occupational development. Each year two subject areas were assessed, and each area was to be repeated in a 5-year cycle. However, some of these areas have now been combined, and the current annual plan is to assess one subject area and to conduct a special probe on a timely educational topic.

Assessment results are reported for each age nationally, by geographic region, size and type of community, sex, race, and parental level of education. The data highlight categories of students whose performance in a given subject field meets or falls short of national expectations, and reveals strengths and weaknesses within each subject field to assist educational policy planners, and curriculum developers. Thus far, baseline data have been collected in 10 subject areas of assessment and some second and third rounds of data will be collected by 1981.

During its initial period, the project was funded by the Carnegie Corporation, the Ford Foundation, the Office of Education and the National Center for Education Statistics, Office of Assistant Secretary for Education. It is now supported by NIE. Major subcontractors for data collection and scoring include the Research Triangle Institute of North Carolina and the Measurement Research Center of Iowa City, Iowa.

Enabling Authority

- PL 95-561, Education Amendments of 1978, § 1242
- 20 U.S.C. 1221(e-1), General Education Provision Act, as amended

Coding Structure

Principal Users

- Educational researchers
- Educators
- Legislators
- General public

National Assessment of Educational Progress (cont'd)

Publications

Note: Materials concerning the National Assessment of Educational Progress (NAEP) such as computer tapes, demonstration packages, test objectives, monographs, and reprints of journal articles, may be obtained from:

National Assessment of Educational Progress (NAEP)
Education Commission of States
1860 Lincoln Street, Suite 700
Denver, Colorado 80203

Contact person: Dr. Wayne Martin
(303) 861-4917

Contact

Martin Milrod
Room 832
1200 19th Street, NW
Washington, D.C. 20208
202-254-5868

Program Name and Description

4. Dissemination and Improvement of Practice

This program area supports research aimed at strengthening the capacity of educational institutions and individual educators to acquire and apply knowledge to the practice of education. Additionally, this area supports improved systems for developing, disseminating, and using knowledge at the national, regional and local level. Specifically, the program operates NIE's Educational Research Library and supports the Educational Resources Information Center (ERIC), a system through which educators can gain information about research and development results and successful practices.

The program concentrates its resources on four main areas of activity: support of practical information resource systems; support of research for ways in which new knowledge can be assimilated into educational practice; increasing the effectiveness of research and dissemination activity defined by regional needs and in regional perspectives.; and encouraging the participation of minorities and women in programs to promote professional development.

Dissemination and Improvement of Practice (cont'd)

- The focus on information resources supports an existing national system of educational information resource centers, improves their services to the user, the educational practitioner, and supports the development of educational information services at the State level and demonstrates the application of new technology to the communication of educational information.
- The focus on research and educational practice supports research aimed at increasing the effective use of new knowledge in educational practice--since the overall effectiveness of NIE's work depends upon the ability to develop and disseminate research knowledge which is easily usable in the nation's educational institutions.
- The focus on regional programs supports research and dissemination activity stemming from regional problems and priorities, and is structured to ensure regional cooperation among States, school districts, universities, and other educational institutions and organizations.
- The focus on minorities and women supports this program's work to strengthen the quality, relevance, and credibility of educational research by encouraging the participation of minority persons and women. The program supports projects which are designed to promote the professional development of minority group members and women. It conducts regional workshops to enhance leadership skills and to bring special perspectives to bear on the state-of-the-art in educational research and development.

Enabling Authority

General Provisions Act, § 405(a)(1)

Coding Structure

Not applicable

Principal Users

- Educational researchers
- Educators
- Legislators
- General public

Publications

- Available through the 16 ERIC Clearinghouses
- For general information, call or write the contact person below

Dissemination and Improvement of Practice (cont'd)

Contact

Paul Cawein
Room 618
1200 19th Street, NW
Washington, D.C. 20036
202-254-5310

5. NON-SIGNATORY AGENCIES

Bureau or Agency

Economics, Statistics, and Cooperatives Service: Economics Unit

Synopsis of Occupatonal Information Development and/or Use

Biannually, the Economics Unit of the Economics, Statistics, and Cooperatives Service (ESCS) collects data on the hired farm work force. Supplemental questions are added to the December Current Population Survey, Bureau of the Census to determine: (1) demographic characteristics (2) duration of farm and non-farm work, (3) wages, and (4) migrant status. The Service studies the statistics to determine changes in the composition of and sources of supply for the hired farm work force.

Enabling Authority

42 STAT. 531, The Appropriation Act

Coding Structure

Census Occupational Classification Code

Principal Users

- Internal
- Department of Labor
- Universities

Major Publications

- Hired Farm Working Force (biannual after 1977)
- Publications that analyze specific topics (i.e., food stamp participation, income levels, migrant status
- Agricultural Statistics (annual)
- Statistical Abstract (annual)

Contact

Robert Coltrane, Leader
ESCS: Economics Unit
U.S. Department of Agriculture
Room 1441
Washington, DC 20250
202-447-8621

Department

AGRICULTURE

Bureau or Agency

Economics, Statistics, and Cooperatives Service (ESCS): Statistics Unit

Synopsis of Occupational Information Development and/or Use

State field offices of the Statistics unit of ESCS collect occupational data on farm workers. Farm workers are categorized as either unpaid family members or hired employees. Data are collected through personal interviews with over 10,000 of the 2.3 million farm operators and over 1,000 agricultural service firm operators. Wage rates are collected for hired farm workers (field workers, livestock workers, packing house workers, machine operators, supervisors, and others). Two sampling frames are used: the List Sample is selected from farm operators who paid Social Security taxes for hired labor while the Area Frame provides data for operators who are not required to file reports and other operators not included in the List Sample. Wage rate data are used to compute an index of wages paid by farmers. Estimates of workers and wages are sent to the Crop Reporting Board within ESCS for final review and subsequent publication.

Enabling Authority

- Agriculture Adjustment Act of 1938
- Farm Employment Act of 1909

Coding Structure

S.I.C.

Principal Users

- Internal
- Department of Labor
- Council of Economic Advisors
- Universities
- Farm organizations

Major Publications

- *Farm Labor* (quarterly -- February, May, August, November)
- *Agricultural Statistics* (annual)

Contact

Fred Thorp
ESCS: Statistics Unit
Room 5865 S
U.S. Dept. of Agriculture
Washington, D.C. 20250
202-447-3570

Department

AGRICULTURE

Bureau or Agency

Economics, Statistics, and Cooperatives Service (ESCS): Cooperatives Unit

Synopsis of Occupational Information Development and/or Use

The Office of Cooperatives Programs, now part of ESCS, studies the impact of three programs on career selection by junior and senior high school students and young farm couples. The names and locations of the programs are:

- Methods and Impact of Providing Youth Education Concerning Cooperative Business Organizations for Understanding and Involvement--Arkansas
- Methods and Impact of Young Farm Couples programs sponsored by state cooperative trade associations on the couples' involvement in the decisionmaking process of cooperatives--Georgia
- Methods and Impact of Involving Young Farm Couples in the Decisionmaking Process of Cooperatives Through Cooperative-sponsored Programs--Pennsylvania

Enabling Authority

PL 69-450, § 3(b), Cooperative Marketing Act of 1926

Coding Structure

To be determined

Principal Users

- U.S. Department of Agriculture
- Cooperatives specialists in 50 states
- State Cooperative Councils
- Regional farm supply and marketing cooperatives
- Farm credit cooperatives

Major Publications

Reports on studies as completed

Contact

Clark Kirkman
ESCS: Cooperatives Unit
Room 550 GHI
U.S. Dept. of Agriculture
Washington, D.C. 20250
202-447-8934

Department

CIVIL AERONAUTICS BOARD

Bureau or Agency

Office of the Comptroller

Synopsis of Occupational Information Development and/or Use

The Office of the Comptroller collects turnover data by grade and skill level for CAB employees in five skills or occupations: attorneys, industrial economists, air transportation analysts, accountants/auditors, and managers. The data are used internally to study manpower shortages, labor turnover rates, and areas of labor turnover. At year end, occupational information on the five skill areas is reviewed and analyzed to determine whether the appropriate skill mix was maintained. The two areas of primary concern are the attorney and accountant/auditor categories. Manpower needs for the five areas are estimated by analyzing turnover data and determining future program directions.

Enabling Authority

PL 93-484, Federal Aviation Act of 1958, as amended

Coding Structure

Not applicable

Principal Users

- Internal
- Office of Management and Budget (OMB)

Major Publications

OMB and Congressional publications

Contact

Sam Scolaro
Office of the Comptroller
Civil Aeronautics Board
Room 501
1825 Connecticut Avenue, NW
Washington, D.C. 20036
202-673-6017

Department

COMMERCE

Bureau or Agency

Bureau of the Census

Synopsis of Occupational Information Development and/or Use

The decennial Census is conducted using two forms. The short form is used for the enumeration of the entire population and requests basic demographic data. The long form is more detailed and requests occupational background regarding household members, as well as other social and economic characteristics data. The long form is used as the Census survey instrument in approximately one fifth of the nation's households.

Because the occupational information is collected only for a sample of the nation's households, the results must be inflated, based on sampling weights, to reflect the occupational distribution of the entire population. This occupational information is published in a variety of Census publications.

Occupational data collected as part of the decennial Census become the basis for State and area Industry/Occupation Matrices generated under guidelines established by the Bureau of Labor Statistics. Through the ongoing Current Population Survey (CPS), Census occupational data are updated continuously. Both the Census and CPS programs are primary sources of national occupational data.

Enabling Authority

Title 13 USC

Coding Structure

- Census Occupational Classification
- 1980 and afterwards, Standard Occupational Classification (SOC)

Principal Users

- All Federal agencies
- General public

Major Publications

- Decennial Census publications (occupational data may be available from the 1985 mid-Decade Census)

- Current Population Reports

Department

COMMERCE

Bureau or Agency

Bureau of the Census (cont'd)

Contact

Dr. Lloyd V. Temme
Bureau of the Census
Washington, D.C. 20233
301-763-2825

Department

COMMERCE

Bureau or Agency

Office of the Ombudsman, Bureau of Domestic Business Development

Synopsis of Occupational Information Development and/or Use

The Bureau of Domestic Business Development uses many primary sources of industrial information including: Bureau of the Census, Bureau of Labor Statistics, associations, private institutions, and the Bureau of Economic Analysis (BEA). The Bureau projects the activities of 200 industries. Areas of concentration are employment supply/demand, production and shipping levels, and price changes. Employment is covered incidentally by industry, and data on production worker-hours are carried. The supply of trained individuals is of primary concern to the Bureau if supply (1) affects the outlook for a certain industry, (2) indicates an early warning for a commodity shortage, or (3) involves a new occupation. Regression analysis is used for projections.

Enabling Authority

- Vol. 32, U.S. Stat. 57-87, 552
- Departmental Order 10-3
- Departmental Order 41-1

Coding Structure

S.I.C.

Principal Users

- Urban and regional planners
- Market researchers
- Financial planners

Major Publications

- Industrial Outlook (annual, by individual industry with quarterly updates)
- Publications covering the problems of imports and exports of individual industries

Contact

Peter Reynolds
Department of Commerce
Room 3800
Washington, D.C. 20230
202-377-3176

Department

COMMERCE

Bureau or Agency

Bureau of Economic Analysis, Regional Economic Measurement Division

Synopsis of Occupational Information Development and/or Use

The Regional Economic Measurement Division of the Bureau of Economic Analysis (BEA) prepares estimates of personal income and employment, by type and industrial source for States, Standard Metropolitan Statistical Areas, and counties. Personal income estimates are available for selected years 1929-1966. Both personal income and employment estimates are available annually from 1967. The BEA data are used for fund allocation and a wide variety of planning and research purposes.

The Regional Economic Analysis Division prepares projections of personal income and employment by type and industrial source for States, SMSA's, and BEA economic areas (multi-county functional areas). Decennial projections prepared in 1972 for the years 1980-2000 will be updated in 1979 and every five years thereafter.

Enabling Authority

- 15 U.S.C. 171
- 15 U.S.C. 175
- 15 U.S.C. 1516

Coding Structure

S.I.C. (2-digit code)

Principal Users

- Other Federal agencies
- Federal, State, and local government planning agencies
- Academic and research institutions
- Private companies

Major Publications

- The Survey of Current Business (monthly)
- Local Area Personal Income (1970-1975) (9 volumes)
- OBERS -- (previously published as a joint effort between the Office of Business Economics (OBE), Department of Commerce, and the Economic Research Search (ERS), Department of Agriculture)

Contact

David Cartwright
Department of Commerce
Room 319, Mail Route BE-55
1401 K Street, NW
Washington, D.C. 20230
202-523-0966

Department

COMMERCE

Bureau or Agency

Economic Development Administration (EDA), Office of Economic Research

Synopsis of Occupational Information Development and/or Use

The Office of Economic Research acquires data from the Bureau of Labor Statistics and Bureau of the Census to certify the rate of unemployment in local areas. EDA-provided grants to universities, foundations, and private nonprofit organizations support the development of employment projections and earnings, by industry. Regression analysis as well as other techniques are used to assess unemployment levels by county and to determine the appropriate distribution of Federal funds. Grants are intended to stimulate development of innovative procedures for determining unemployment and employment statistics, and their relationship to economic development. For example, EDA funded the Urban Observatory in Nashville, Tennessee under Project RETONE (Relating Training to Occupational Needs) to study occupations that appear to be expanding.

Information on programs and institutions is obtained by examining the overall plans of the multi-county economic development districts. EDA can obtain data on training programs offered by the institutions to which it has provided funds for construction.

Enabling Authority

PL 89-136, Public Works and Economic Development Act of 1965, as amended

Coding Structure

- D.O.T
- U.S.O.E. (an advisory committee aids in defining crosswalks)
- S.I.C. (two-digit for in-house research)

Principal Users

- Local development organizations
- Firms interested in economic development
- State and local governments
- Planners
- Public interest groups

Bureau or Agency

EDA, Office of Economic Research (cont'd)

Major Publications

- Bibliography of Economic Development Research by States (annual)
- Human Resources and Regional Economic Development
  - Office of Economic Research
- Vocational Education and Economic Development
- The Role of Vocational Education in the Nation's Economy

Contact

Paul Braden
EDA, Office of Economic Research
Room 6018
14th and Constitution Avenue, NW
Washington, D.C. 20230
22-3774085

Department

COMMERCE

Bureau or Agency

U.S. Maritime Administration, Office of Maritime Manpower

Synopsis of Occupational Information Development and/or Use

The Office of Maritime Manpower collects longshore, seafaring and shipyard work force characteristics and cost data. These data are then applied to various agency models to determine current work force supply and demand conditions and to forecast future work force requirements given specific levels of industry activities. The information generated from these models allows the Maritime Administration, other federal departments, the maritime industry, and state governments to plan and support multi-million dollar maritime training programs and to maintain and insure a viable maritime industry for peace and war uses.

Enabling Authority

Merchant Marine Act of 1936

Coding Structure

Internal coding structure based on industry coding definitions

Principal Users

- Internal
- Maritime industry
- Congress
- Department of Defense
- Department of Transportation
- Department of Labor
- Health, Education and Welfare
- Office of Personnel Management
- Office of Management and Budget

Major Publications

- Merchant Marine Data Sheet (monthly)
- Shipyard Employment Report (monthly)
- MARAD (annual)
- Work force supply/demand studies
- National defense planning studies

Contact

Tom Riley
Office of Maritime Manpower
Department of Commerce
Room 3069
Washington, D.C. 20230
202-377-5653

178

Department

DEFENSE

Bureau or Agency

Army Manpower Programs Division, Army Personnel Department

Synopsis of Occupational Information Development and/or Use

The Manpower Programs Division has data on all military occupational specialties (MOS) in the officers master files (OMF) and the enlisted master files (EMF). The data on the master files include: demographics, educational and/or training programs completed at entry, training received during service, and promotion/advancement information. The data are used to determine the number and types of persons that should be recruited or retained. These data are needed to maintain the mandated military strength. Also, the data are used in analysis of budgetary issues and in identifying problem areas, such as diminishing numbers of individuals in particular career fields.

Collecting data on army training programs is an ongoing activity. The Army requires all MOS to participate in training and educational programs. Linear programming models are used to project employment levels of the military occupational specialties.

Enabling Authority

Army Regulation 10-5

Coding Structure

- The master records in Washington are D.O.T.-coded
- Army alphanumeric code derived from the D.O.T.

Principal Users

- All major commands
- Headquarters for the Army
- Department of Defense
- Congress
- Executive Branch
- Office of Management and Budget

Major Publications

All classified information

Contact

Colonel Bruce Cleaver
DAPE-PBM
Room 2C-744
Pentagon
Washington, D.C. 20310
202-325-0490

Department

DEFENSE

Bureau or Agency

Defense Manpower Data Center

Synopsis of Occupational Information Development and/or Use

The Defense Manpower Data Center (DMDC) receives quarterly tape extracts of personnel data files from defense agencies and the four military services. The personnel data files contain demographic data and information on the occupations of civilian and military personnel.

Enabling Authority

Department of Defense created DMDC to collect data on the four military services and defense agencies.

Coding Structure

- Service-specific occupational coding structure
- D.O.D. occupation code is a one, two and three-digit scheme
- Civil Service Commission coding system: 4-5 digits on job series

Principal Users

- Office of Secretary of Defense (primary user--Office of the Assistant Secretary)
- Secretary for the Office of Manpower Reserve Affairs and Logistics
- Military services
- Defense agencies
- Government agencies
- Defense contractors
- Research organizations

Major Publications

Department of Defense Occupational Conversion Manual (biennial; compares military job titles among the various branches of the military)

Contact

Alex Sinaiko
Defense Manpower Data Center
Department of Defense
300 N. Washington Street
Alexandria, VA 22314
202-325-0490

Department

ENERGY

Bureau or Agency

Office of Education, Business, and Labor Affairs; Labor Affairs and Manpower Assessment Division

Synopsis of Occupational Information Development and/or Use

The Labor Affairs and Manpower Assessment Division collects occupational data on professionals employed in certain energy activities funded through grants. The Division intends to develop a design for a comprehensive manpower information system to cover all energy-related activities, including research and development, construction, operations and maintenance.

Specific studies and data collected include:

- Construction Labor Demand System (CLDS)
  - Forecasts capital and manpower requirements for all construction activity, including energy-related facilities
  - (See Labor, Employment Standards Administration, page 218)
- Solar Energy Manpower Employment and Requirements
  - Identifies organizations involved in solar energy
  - Lists number, type and characteristics of manpower currently employed
  - Estimates future requirements
- Survey of Manpower Requirements for Geothermal Energy Development
  - Provides estimates of current employment by occupation
  - Provides information on existing manpower shortages and hard-to-fill areas
- Employment Energy Impact Analysis
  - Develops and incorporates approximately 10 existing and new energy technologies into the Bureau of Labor Statistics' Economic Growth Model
  - Is conducted in cooperation with the Department of Labor
- Occupation and Training Requirements for Expanded Coal Production
  - Estimates current disaggregated coal mine employment
  - Estimates future mid-term requirements by occupation and region
  - Identifies and assesses current industry training programs
- Labor Impacts of the Commercialization of Coal Gassification Systems
  - Determines labor and occupational requirements for the commercialization of low-, medium-, and high-BTU coal gassification systems
- Coal Mining Labor Productivity
  - Analyzes data on productivity of coal mine labor for the past eight years, to forecast future labor productivity

Bureau or Agency

Office of Education, Business and Labor Affairs; Labor Affairs and Manpower Assessment Division (cont'd)

Synopsis (cont'd)

- Survey of Occupational Employment in Nuclear Energy Activites
  - Summarizes total employment
  - Lists the number and types of engineers, scientists, technicians, general categories of managers, other professional employees, skill craft workers, clerical employees, and others involved in nuclear-related activities
- Ph.D. Scientists and Engineers in Energy
  - Provides number and types by field of specialization, and demographic, educational, and employment characteristics information
- Another survey is mailed to enrollees and graduates in two program areas: nuclear engineering and radiation protection. (There are about 60 institutions in each area). The response rate is 100 percent. Specific data that can be selected include sex, minority group, placement in job, and totals in each of the two areas by 5 subcatagories of degrees received.

Enabling Authority

- Energy Reorganization Act of 1974
- Department of Energy Act of 1977

Coding Structure

Not applicable

Principal Users

- Department of Energy program divisions
- Universities and schools
- Energy manpower analysts
- Recruiters and counselors

Department

ENERGY

Bureau or Agency

Office of Education, Business and Labor Affairs; Labor Affairs and Manpower Assessment Division (cont'd)

Major Publications

- Radiation Protection Enrollments and Degrees (annual)
- Nuclear Engineering Enrollments in Degrees (annual)
- Occupational Employment in Nuclear Activities (biennial)
- Energy-related Doctoral Scientists and Engineers (biennial)
- Energy-related New College Entrants into the Work Force, 1978 (Class of 1972 and 1976)
- Manpower for Energy Research: Design of a Comprehensive Manpower Information System for Energy Research, Development and Demonstration (February, 1978)
- Science and Engineering Technicians in the United States (February, 1978)
- Occupational and Training Requirements for Expanded Coal Production
    - One-time study to be published in 1980
    - Regional projected needs, by occupation

Contact

Ms. June Chewning
Office of Education, Business
and Labor Affairs
Department of Energy
(Mail Station 8-G-031)
Washington, D.C. 20585
202-252-5931

Department

ENVIRONMENTAL PROTECTION
AGENCY

Bureau or Agency

Executive and Management Development Program

Synopsis of Occupational Information Development and/or Use

The Executive and Management Development Program studies potential assignments for advancement of individuals to management positions. The data are stored and updated in a "Talent Bank," a computerized data base. For every vacancy, five people are available with the appropriate combination of education, training, and experience. Individuals are monitored for and classified as "management potential" for occupations Grade 15 and above. In order to project employment levels, the Program: (1) monitors historical trends, (2) studies labor turnover, (3) selects lower grade levels for training and advancement, and (4) studies retirement eligibles. This program will be changed by new legislation and by the implementation of the government-wide Senior Executive Service.

Management maintains contact with colleges and universities and coordinates interviews with qualified and interested students. Harvard University and the University of Southern California are of particular interest because they operate Environmental Management Institutes. Schools are evaluated in three areas: (1) faculty, (2) administration, and (3) student attitude.

Enabling Authority

Federal Personnel Manual Chapters 412 and 413

Coding Structure

Not applicable

Principal Users

Office of Management and Budget

Major Publications

There are plans to publish articles in the EPA Journal and other management publications.

Contact

Ken Wright
Environmental Protection Agency
(PM 212)
401 M Street, S.W.
Washington, D.C. 20460
202-755-3988

Department

ENVIRONMENTAL PROTECTION
AGENCY

Bureau or Agency

Municipal Operations and Training Division (MOTD),
Office of Water Program Operations

Synopsis of Occupational Information Development and/or Use

The Municipal Operations and Training Division (MOTD), through EPA Regional offices, provides limited assistance to State and local water pollution control agencies to determine their manpower and training needs. State and national studies provide data on: workloads, current and future employment levels, recruitment needs, and training resources and needs. Manpower planning materials developed by MOTD include manpower planning methodologies, model occupational definitions and staffing guides. The Instructional Resource Information System (IRIS) at Ohio State University has computerized data on the availability of training materials and resources. By aggregating State and national data, the Division develops limited information for planning EPA manpower and training programs. These activities are coordinated with State and national associations concerned with water pollution control. The Water Pollution Control Federation and the Association of Environmental Engineering Professors are among the associations conducting studies and providing manpower and training information.

The data are used to develop, plan and implement recruiting and training programs with State and national applications.

Enabling Authority

PL 95-217, The Clean Water Act of 1977, § 104, (g)(2)

Coding Structure

Internal coding structure

Principal Users

- State and local water pollution control agencies
- State educational agencies
- Universities and two-year colleges
- Consulting engineers
- Congress
- Training staff

Department

ENVIRONMENTAL PROTECTION AGENCY

Bureau or Agency

MOTD, Office of Water Program Operations (cont'd)

Major Publications

- Staffing guides and occupational definitions
- Manpower planning methodologies
- Manpower Impact Analyses of Legislation
- Results of State and national analyses of manpower and training needs

Contact

Morton Ettlestein
Environmental Protection Agency
(WH 596)
401 M Street S.W.
Washington, D.C. 20460
202-426-8706

Department

ENVIRONMENTAL PROTECTION
AGENCY

Bureau or Agency

Office of Research and Development, National Workforce Development Staff

Synopsis of Occupational Information Development and/or Use

As part of its responsibility for coordinating EPA's manpower planning and training activities, the National Workforce Development Staff collects career information from EPA's 8 pollution control programs: air, potable water, waste water, noise, solid waste, pesticides, radiation, and toxic substances. The staff informally collects information from various references, such as the Occupational Outlook Handbook and the Catalog of Federal Domestic Assistance, and provides it to State employment staff, librarians, counselors, students, and those making decisions about careers in the field of environmental protection. Although the staff does not have a continuing program for developing career information, it has developed several environmental career resources. Currently, a 3-phase National Environmental/Energy Workforce Assessment is being completed.

- Phase I uses personal interviews to assess the State and local demand for manpower to implement environmental programs in the United States during the period 1976-81.
- Phase II uses personal interviews to develop information on representative environmental education offerings at postsecondary education institutions in the U.S.--information includes program structure, representative course offerings, faculty structure, and program requirements.
- Phase III, which will be based on the first two phases, will make recommendations on curriculum changes necessary at postsecondary education institutions to ensure the development of a properly trained national environmental work force.

Enabling Authority

- PL 92-500, Water Pollution Control Act, as amended
- PL 90-148, Clean Air Act, as amended

Coding Structure

Not applicable (EPA report will utilize D.O.T.)

Principal Users

- Internal program offices
- Students
- Teachers
- Counselors
- Universities
- Federal and State agencies

Department

ENVIRONMENTAL PROTECTION
AGENCY

Bureau or Agency

Office of Research and Development, National Workforce Development Staff (cont'd)

Major Publications

Environmental Careers Guidebook--Provides current information on occupational opportunities and occupational requirements within the fields of environmental protection and resource management; Interagency publication with Department of Labor, Employment and Training Administration (Summer, 1979)

Contact

Jeff Meetre (RD-680)
Environmental Protection Agency
Room 3105
401 M Street, S.W.
Washington, D.C. 20460
202-755-2937

Department

EQUAL EMPLOYMENT
OPPORTUNITY COMMISSION

Bureau or Agency

Information Branch, Office of Management and Finance

Synopsis of Occupational Information Development and/or Use

By using a series of seven mail surveys of employers/respondents, the Information Branch collects occupational data, by race and sex, for seven broad categories: officials and managers, professionals, technicians, office and clerical workers, craftsmen, service workers, and laborers. The data are analyzed to determine if discrimination is involved in hiring or employment practices. Data are collected on apprenticeship programs, by race and sex, and are analyzed to determine areas of need.

Enabling Authority

Title VII, Civil Rights Act of 1973, as amended

Coding Structure

S.I.C.

Principal Users

- Internal
- Other Federal agencies
- Researchers

Major Publications

Employement Survey

Contact

James Neal
Chief, Information Branch
Office of Management and Finance
EEOC
2401 E Street, N.W.
Room 3201
Washington, D.C. 20506
202-634-6474

Department

FEDERAL COMMUNICATIONS
COMMISSION

Bureau or Agency

Industry Equal Employment Opportunity Unit

Synopsis of Occupational Information Development and/or Use

When a broadcast operation becomes licensed, it is required to report employment levels to the FCC. Occupation-specific data are not collected, with the exception of equal employment opportunity information reported on FCC Form 395.

Form 395 data are published in the Annual Employment Report. Internally, the data are analyzed to verify compliance with EEO requirements. If an operation is not in compliance, its licenses may not be issued/renewed.

Any information obtained on training programs or institutions is submitted by stations on a voluntary basis.

Enabling Authority

Title 46 U.S.C., Communication Act of 1934

Coding Structure

Not applicable

Principal Users

The Annual Report is distributed to:

- Citizens groups
- Members of the communications industry
- Congressional committees

Major Publications

Annual Employment Report (January; 900 pages)

Contact

Lionel Monagas
Chief, Industry EEO Unit
Federal Communications Commission
Room 646
1919 M Street, N.W.
Washington, D.C. 20554
202-632-6460

Department

FEDERAL RESERVE BOARD

Bureau or Agency

Wages, Prices and Productivity Section, Division of Research and Statistics

Synopsis of Occupational Information Development and/or Use

The Wages, Prices and Productivity Section obtains industry and employment data from sources that include BLS' Establishment Survey, Current Population Survey and occupational projection data. Collectively, data are applied to project short term (6-8 quarters) aggregate employment and labor force statistics for total, manufacturing, and government employment. Regression, econometric, and historical trend analysis are used to formulate these projections. The section does not collect data on occupations per se; however, it is interested in employment and training programs supported by the Federal Government.

Enabling Authority

- Federal Reserve Act of 1913
- Banking Act of 1935
- Employment Act of 1946, as amedned by the Humphrey-Hawkins Bill

Coding Structure

Not applicable

Principal Users

- Federal Reserve Board of Governors
- Congressional Banking Committees
- Council of Economic Advisers
- U.S. Treasury

Major Publications

- Economic outlook reports to Congressional Banking Committees (quarterly)
- Articles in Federal Reserve Bulletin
- Periodic research papers

Contact

Ms. Joyce Zickler
Federal Reserve Board
Room B3262
Washington, D.C. 20551
202-452-2475

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

National Institutes of Health (NIH), Office of the Director, Office of Extramural Research and Training

Synopsis of Occupational Information Development and/or Use

The Office of Extramural Research and Training is a source of information on training programs, guidelines for training grants, and the number of people trained for health occupations in recent years.

Enabling Authority

42 U.S.C. 289 L-1

Coding Structure

Internal, two- to three-digit code for administrative purposes

Principal Users

- Congress
- Commission on Human Resources
- Scientific community
- National Academy of Sciences

Major Publications

- Series of four reports, Manpower I-IV, by Statistics and Analysis Branch, Division of Research Grants
- Series of annual reports, Personnel Needs and Training for Biomedical and Behavioral Research 1975-1978. National Academy of Sciences

Contact

Dr. William Batchelor
Acting Research Manpower Officer
Room 117
NIH, Bldg. 1
Bethesda, MD 20205
301-496-1963

Bureau or Agency

National Institutes of Health (NIH), Office of the Director, Division of Program Analysis

Synopsis of Occupational Information Development and/or Use

The Division of Program Analysis is responsible for program planning, program evaluation, and determination of the role of NIH in funding programs and studies. Occupational information is not routinely collected; however, funding has been provided to collect occuptional information on the bio-sciences. Since the National Research Science Reward Act of 1974, there has been an ongoing contract with the National Academy of Sciences to study the manpower needs of the bio-sciences. Currently, WESTAT, Inc., a private company, has been studying a sample of employers to analyze occupational supply and demand for bio-sciences.

Data on training programs are available from the institutions that have applied for training grants and awards. Projections of manpower needs in bio-sciences have been done in the past and will be done again at a future date. Needs are estimated by employment sector (i.e., schools and research labs) and by specific Institutes. Generally, projections are done by each of the 12 institutes of NIH, the Library of Medicine, and the John E. Fogarty International Center for Advanced Study in the Health Sciences.

Enabling Authority

- PL 78-410, Public Health Service Act, as amended
- PL 94-484, Health Professions Education Assistance Act of 1976, as amended

Coding Structure

- Internal, for administrative purposes, 4-digit code
- NAS code for individual doctoral degrees
- U.S. Office of Education codes

Principal Users

Internal, for administrative purposes

Major Publications

Personnel Needs and Training for Biomedical and Behavioral Research, National Academy of Sciences

Department

HEALTH,EDUCATION
AND WELFARE

Bureau or Agency

NIH, Office of the Director, Division of Program Analysis (cont'd)

Contact

Dr. Solomon Schneyer, Director
Division of Program Analysis
Room 228
NIH, Bldg. 1
Bethesda, MD 20205
301-496-1314

Bureau or Agency

National Institutes of Health (NIH), Division of Resources Analysis, Program Planning and Evaluation, Manpower Analysis Branch

Synopsis of Occupational Information Development and/or Use

The Manpower Analysis Branch obtains occupational information through contracts with various institutions. There are four surveys used to assess characteristics of the biomedical research manpower pool and to support policy decisions concerning research training. (1) Doctoral scientists and engineers--a mail survey conducted by NAS and sponsored by NIH, NSF, NEH, and DOE. Specific characteristics data includes: sex distribution of doctoral scientists and engineers, the degree to which bioscience graduates have cross-occupational flexibility based on their academic field of concentration, and the relationship between post-doctoral training and employment secured. (2) Faculty Roster Survey--a survey of medical schools to get data on the background and training of teachers is conducted by the Association of American Medical Colleges (AAMC) and sponsored solely by NIH. (3) Earned doctorates--a mail survey to new recipients of Ph.D.'s conducted by NAS and sponsored jointly by NIH, NSF, NEH, and the Office of Education. (4) Graduate science students--a survey of schools to get the number of students by department, is conducted by a private contractor and jointly sponsored by NSF and NIH.

Enabling Authority

- PL 78-410, Public Health Service Act, as amended, § 301
- PL 94-484, Health Professions Education Assistance Act of 1976, as amended

Coding Structure

Depends on agency conducting survey

Principal Users

Internal

Major Publications

Annually, two or three reports are published as studies are completed. For example:

- Sex Differentials
- Research Involvement of Medical School Faculty
- Projections of Ph.D. Output

Bureau or Agency

NIH, Division of Resources Analysis, Program Planning and Evaluation, Manpower Analysis Branch (cont'd)

Contact

George Bowden
Division of Resources Analysis
Room 1B58
NIH, Bldg. 31
Bethesda, MD 20205
301-496-5011

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

Office of the Assistant Secretary for Management and Budget,
Office of Safety and Occupational Health

Synopsis of Occupational Information Development and/or Use

The Office of Safety and Occupational Health (OSOH) collects accident, illness, and injury data on employees of the Department of Health, Education and Welfare. Based on investigative information provided by supervisory personnel, information is coded on a Report of Accident (Form HEW-516) and submitted to the OSOH. The information on the reports is transferred into a readily accessible ADP system. The data are used to satisfy reporting requirements imposed by the Department of Labor and to assist in the identification of hazards requiring action.

Enabling Authority

Executive Order 11807--1974

Coding Structure

Civil Service Classification System (4-digits)

Principal Users

- Internal
- Other HEW offices
- Occupational Safety and Health Administration

Major Publications

- Quarterly printouts
- Annual Report to the Bureau of Labor Statistics

Contact

Leland S. McCants
Acting Director
Office of Safety and Occupational Health (OFE)
Room 4729, North Bldg.
Washington, D.C. 20201
202-472-4763

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

Office of Human Development Services (OHDS), Administration for Public Services, Division of Intergovernmental Planning and Coordination

Synopsis of Occupational Information Development and/or Use

Division of Intergovernmental Planning and Coordination is responsible for promoting intergovernmental relationships among a variety of human services program agencies to facilitate the coordination of common program elements in the provision of social services to target population groups. With respect to employment-related programs in particular, this activity focuses on identifying types and numbers of OHDS income eligible clients who qualify for participation in employment and training programs (such as Comprehensive Employment and Training Act and Work Incentive programs) who also qualify for supportive social services. The effort encompasses Federal, State and local service activities.

Enabling Authority

Title XX of the Social Security Act

Coding Structure

Not applicable

Principal Users

- Internal
- State Title XX agencies
- OHDS agencies

Major Publications

- HEW section of the Employment and Training Report to the President
- Series of five HEW-CETA program guides (a Government Printing Office publication)

Contact

Bill Riley
Switzer Bldg.
330 C Street, S.W
Washington, D.C. 20201
202-245-1980

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

Office of Human Development Services, Administration on Aging

Synopsis of Occupational Information Development and/or Use

From 1974 through 1978, the Administration on Aging has funded the Bureau of Labor Statistics (BLS) to collect data on the human resource needs of the elderly. BLS reviews relevant literature, conducts conferences, and surveys and interviews representatives of institutions that are concerned with the elderly. BLS has made five-year employment projections for: (1) the nursing home industry, (2) homemaker/home health aid services, (3) the social work field, and (4) area agency workers. The data are analyzed to determine the areas that may need funding, to facilitate planning training programs, and to provide a general information base. In addition, the AOA funds institutions and other training organizations to train persons to work in the field of aging.

Enabling Authority

PL 95-478, The Older Americans Act

Coding Structure

Not applicable

Principal Users

- National constituent organizations
- Colleges and universities
- The Aging Network
- General public

Major Publications

- Manpower Needs in the Field of Aging: The Nursing Home Industry
- Human Resource Issues in the Field of Aging: Homemaker/Home Health Aide Services
- Employment Issues in Social Work with the Elderly
- Employment Issues in Agencies on Aging

Contact

Ms. Lorraine Thompson
Division of Manpower Resources
Room 4268, North Bldg.
Washington, D,C, 20201
202-472-3050

Department

HEALTH, EDUCATION
and WELFARE

Bureau or Agency

Office of Human Development Services, Rehabilitation Services Administration (RSA)

Office or Division

Program Operations

Synopsis of Occupational Information Development and/or Use

Characteristics of rehabilitated clients are recorded on Form SRS-RSA-300, the Case Service Report. Thirty-one information items are reported on this form. The items are:

- Age at referral
- Sex
- Race
- Surname
- Highest grade of school completed
- Number of dependents
- Number in family
- Family income (monthly)
- Marital status
- Veteran status
- Primary source of support
- Source of referral
- Major disabling conditon
- Primary cause of selected major disabling conditions
- Public assistance status at referral
- Public assistance status at closure
- Time on public assistance rolls at referral
- Work status at referral
- Work status at closure
- Weekly earnings at referral
- Weekly earnings at closure
- Type of service provided or arranged for by agency with and without cost
- Cost of case services
- Severely disabled status
- SSDI status at closure
- Rehabilitation experience within 3 years of most recent referral
- Months in referral - applicant statuses
- Months from acceptance to closure
- Months in training
- Reason for closure

200

Bureau or Agency

Rehabilitation Services Administration (cont'd)

Synopsis (cont'd)

The Case Service Report provides for reporting on the individual when first referred, when the referral process is computed, and when the case is closed from extended evaluation or from the active caseload.

Many states operate a Vocational Rehabilitation Management Information System to satisfy the statistical reporting requirements of the RDA. Form 300 is the basis of the reporting system, standardized according to the Rehabilitation Services Manual published in 1974.

Enabling Authority

PL 95-602, Rehabilitation, Comprehensive Services, and Developmental Disabilities Amendments of 1978

Coding Structure

RSA occupational coding structure (four-digit) based on the D.O.T.

Principal Users

- Internal
- State and regional rehabilitation agencies
- Target populations
- Colleges, universities, research institutions

Major Publications

- Characteristics of Rehabilitated Clients (annual)
- Rehabilitation Services Manual (DHEW, SRS, National Center for Social Statistics, 1974)
- Tabulations (computer listings) of personal- and program-related characteristics of clients rehabilitated, not rehabilitated, and not accepted in each fiscal year (annual)
- Special reports on target groups and other rehabilitation themes
- Annual Report to the President and Congress on Federal Activities Related to the Administration of the Rehabilitation Act of 1973, as amended (as required by § 404)

Contact

Mr. Lawrence Mars
Rehabilitation Services Administration
Mary Switzer Bldg.
330 C Street SW
Washington, DC 20201
202-245-0080

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

PHS, Alcohol Drug Abuse, and Mental Health Administration (ADAMHA), National Institute of Mental Health (NIMH), Division of Biometry and Epidemiology

Synopsis of Occupational Information Development and/or Use

The Division of Biometry and Epidemiology collects data through a mailed inventory of general hospital psychiatric services and mental health care facilities every two years. Mental health facilities include psychiatric hospitals, Veterans Administration psychiatric services, separate psychiatric services in general hospitals, residential treatment centers for emotionally disturbed children, federally funded Community Mental Health Centers (CMHC). The data collected includes:

- Manpower statistics on the following occupations: psychiatrists, other physicians, dentists and dental assistants, psychologists, registered nurses, social workers, vocational rehabilitation counselors, school teachers, activity therapists, medical records administrators and technicians, dietitians, pharmacists and assistants, mental health professionals and workers, physical health professionals and assistants, and all other staff. Statistical manpower data are separated into three categories: full-time, part-time and trainee.
- Statistical data provided by the facility
- Educational level of personnel
- Hours worked

The Division operates as a statistics gathering group and provides other organizations with data on nearly 500,000 positions in almost 4,000 mental health care units nationwide.

Enabling Authority

- PL 78-410, Public Health Service Act, as amended
- PL 79-487, National Mental Health Act
- PL 94-63, as amended--Title III, Community Mental Health Centers Amendment

Coding Structure

Internal coding structure

Bureau or Agency

PHS, ADAMHA, NIMH, Division of Biometry and Epidemiology (cont'd)

Principal Users

- President's Commission on Mental Health
- State and local governments
- Health services organizations
- Professional associations
- Academic community
- Congressional committees
- Research organizations

Major Publications

- Series Report (biennial)
- Statistical Note (ongoing)

Contact

Ms. Nessa Meyer
Division of Biometry and
Epidemiology
Room 18-C-26
5600 Fishers Lane
Rockville, MD 20857
301-443-3343

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

PHS, ADAMHA, National Institute of Mental Health (NIMH), Division of Manpower and Training Programs

Synopsis of Occupational Information Development and/or Use

The National Institute of Mental Health uses data acquired from sources including the National Science Foundation, the National Academy of Sciences, National Association of Social Workers, American Psychological Association, American Medical Association, American Psychiatric Association, American Nurses' Association, and the Office of Education to study the geographical distribution and other characteristics of mental health occupations. The objectives of these studies are to determine needs for training programs, to study trends in supply, and to analyze the distribution of mental health manpower. The Division of Manpower and Training Programs also collects administrative data (statistics on training institutions, departments, and trainees) and substantive data (training subject matter and program content) on the mental health training projects supported, based upon:

- Grant applications submitted in response to program announcements to eligible training institutions
- Narrative descriptions of grant-supported training projects
- Follow-up mail surveys of former trainees to ascertain their current employment or professional activities

Enabling Authority

- PL 78-410, Public Health Service Act, as amended, § 301 and 303
- PL 79-487, National Mental Health Act
- PL 93-348, National Research Service Awards Act of 1974, as amended

Coding Structure

Internal coding structures

Principal Users

- State and local governments
- Mental health researchers
- Prospective grantee organizations
- Scientific community

Bureau or Agency

PHS, ADAMHA, NIMH, Division of Manpower and Training Programs (cont'd)

Major Publications

- Analytic reports on grants
- Division reports
- Follow up surveys of former trainees

Contact

Roger Robertson
Division of Manpower and
Training Programs
Room 8-103
5600 Fishers Lane
Rockville, MD 20857
301-443-2647

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

PHS, ADAMHA, National Institute on Drug Abuse, Division of Scientific and Program Information

Synopsis of Occupational Information Development and/or Use

The Division of Scientific and Program Information administers the National Drug/Alcoholism Treatment Utilization Survey (NDATUS) which collects data from the states on staffing at 3,400 drug abuse and 6,200 alcohol treatment centers in the country.

NDATUS provides statistics on paid, volunteer, full- and part-time workers, turnover and recruitment for the following occupations: psychiatrists, therapists, psychologists, nurses, registered nurses, social workers, other counselors with degrees, support staff, students and trainees. The data are used in reports, for State plans, and are entered in a directory of services for each State. The Master File is available for research projects, and is maintained at Texas Christian University.

Enabling Authority

- PL 91-513, Food and Drug Information Act
- PL 94-484, Health Professions Education Assistance Act of 1976, as amended
- PL 91-616, Alcohol Information Act
- PL 94-237, Drug Abuse Information Act, as amended

Coding Structure

Not applicable

Principal Users

- Internal
- State agencies
- Alcoholism authorities
- Substance abuse offices
- Researchers

Major Publications

- NDATUS The Executive Report--Statistical Series (concise information)
- The Annual Report (aggregate statistical information)
- Substance Abuse Report (1979)

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

PHS, ADAMHA, National Institute on Drug Abuse, Division of Scientific and Program Information (cont'd)

Contact

Arnold Jackson
Analytical Studies Branch
Room 11-A-55
5600 Fishers Lane
Rockville, MD 20857
301-443-4096

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

PHS, Health Resources Adminstration (HRA), Bureau of Health Manpower (BHM), Division of Associated Health Professions

Synopsis of Occupational Information Development and/or Use

Of the 5.1 million health professionals in the U.S., 3.3 million are engaged in at least 150 allied health occupations and 50 public health occupations. The Division of Associated Health Professions has contracted with the American Society of Allied Health Professions to survey periodically the more than 7,000 collegiate allied health education programs. The Division obtains primary data from the collegiate institutions through this contract. The questionnaires contain information on students, faculty, and graduates, and other related items. Through secondary sources, the Division obtains information on other allied health education settings--hospital, military and vocational technical schools. In total, about 220,000 allied health professionals graduate annually from 11,600 programs in 1,700 institutions. Similar data collection activities are underway for the twenty-one schools of public health.

Data are compiled and published every two to three years, and are used to monitor the allied and public health fields. Specifically the data provide statistics to interpret program efficiency, to support curriculum alterations, and to justify degrees of need for Federal support. The Division of Health Professions and the Division of Manpower Analysis scrutinize and interpret educational and work force data obtained from both primary and secondary sources for planning and monitoring the activities of the Bureau of Health Manpower.

Enabling Authority

- PL 78-410, Public Health Service Act, as amended
- PL 79-487, National Mental Health Act

Coding Structure

Glossary of Occupational Titles (4-digit numeric code used internally)

Principal Users

- Congress
- Federal agencies
- Health planners
- Educational institutions
- Students and Research institutions
- General public

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

PHS, HRA, BHM, Division of Associated Health Professions (cont'd)

Major Publications

- Allied Health Education Programs in Junior and Senior Colleges, (Health Planners Edition; Guidance Edition)
- Contribution in Health Resources Statistics, National Center for Health Statistics
- A Report to the President and Congress on Allied Health Personnel (required by Section 702 of PL 94-484)
- A Report to the President and Congress on Public Health Personnel (biennial, due in 1979)

Contact

Jerald McClendon
BHM, Division of Associated
Health Professions
Room 5-41, Center Bldg.
3700 East-West Highway
Hyattsville, MD 20782
301-436-6840

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

PHS, HRA, Bureau of Health Manpower, Division of Dentistry

Synopsis of Occupational Information Development and/or Use

Congress has mandated the Division of Dentistry to report on four occupations: dentists, hygienists, dental assistants, and lab technicians. The division formally collected data on dentists and hygienists, but for the past 5-6 years this data has been collected by the National Center for Health Statistics via the Cooperative Health Statistics System (CHSS). The Division receives data from the American Dental Association (ADA) and the NCHS. Annually, estimates are made to project the number of (1) dentists; (2) hygienists; (3) dental assistants, and (4) lab technicians. The ADA projects the supply of dentists and hygienists and analyzes the supply of assistants and lab technicians.

Enabling Authority

- PL 78-410, Public Health Service Act, as amended
- PL 94-484, Health Professions Education Assistance Act of 1976, as amended

Coding Structure

Principal Users

- Dental schools
- Auxilliary schools

Major Publications

- *Dental Manpower Factbook*
- *Auxilliaries Per Dentists In Relation To Certain Dental Practice Characteristics*
- *American Dental Directory* (annual), American Dental Association
- Chapter on dentistry in publication 1509 *Health Resources Statistics*, National Center for Health Statistics
- *Annotated List of National Center for Health Statistics Reports Containing Dental Information* (HRA 78-49, March 1978, Bureau of Health Manpower

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

PHS, HRA, BHM Division of Dentistry (cont'd)

Contact

James Ake
BHM, Division of Dentistry
Room 5-41, Center Bldg.
3700 East-West Highway
Hyattsville, MD 20782
301-436-6530

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

PHS, HRA, Bureau of Health Manpower, Division of Manpower Analysis

Synopsis of Occupational Information Development and/or Use

The Division of Manpower Analysis is the focal point for health manpower analysis and health manpower planning activities. In conjunction with other Bureau of Health Manpower and Human Resources Administration components, specific Division activities are:

- To analyze and study the past, current, and future supply of health professionals and allied workers in the nation's health care system
- To develop models of existing and potential health care systems in order to analyze, estimate, project and evaluate current supply and requirements for health manpower and resources.
- To analyze and research the geographic distribution of health manpower and identify areas where shortages exist
- To conduct planning activities necessary to meet the requirements of the National Health Planning and Resources Development Act
- To study and anlyze the availability and mixes of health professionals and the functional efficiency of different types of health facilities
- To utilize outside resources (i.e. NCHS) of computerized data for the analysis of health manpower supply, utilization, requirements, geographic distribution, costs, and related issues

These activities are applied to the following health professions:

- Physicians--medical and osteopathic
- Dentists
- Optometrists
- Pharmacists
- Podiatrists
- Veterinarians
- Registered Nurses
- Allied health manpower
- Public health manpower

Bureau or Agency

PHS, HRA, BHM, Division of Manpower Analysis (cont'd)

Enabling Authority

PL 78-410, Public Health Service Act, as amended, § 708

PL 93-641, National Health Planning and Resources Development Act of 1974

Coding Structure

Not applicable (however, the division is participating in the SOC Implementation Committee)

Principal Users

- Department of Health, Education and Welfare
- Department of Labor
- Executive and Legislative branches
- Educational institutions
- Professional associations
- Health planners
- National Health Service Corps
- Health professional students

Major Publications

- Report to the President and Congress on the Status of Health Professions Personnel in the United States (HRA 78-93)
- Area Resource File - A Manpower Planning and Research Tool (HRA 78-69; annual)
- Division of Manpower Analysis--Its Location, Structure, Function, and Work Program (1979)
- Health Resources Statistics

Contact

Stuart Bernstein
BHM, Division of Manpower Analysis
Room 4-41, Center Bldg.
3700 East-West Highway
Hyattsville, MD 20782
301-436-6308

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

PHS, HRA, Bureau of Health Manpower, Division of Manpower Training Support

Synopsis of Occupational Information Development and/or Use

The Division of Manpower Training Support adminsters the following five programs:

- Nursing Student Loan Program--Authorizes long-term, low interest loans of up to $2,500 per academic year to assist students having need for financial assistance in undertaking the course of study leading to a diploma, associate degree, bachelor's degree, or graduate degree in nursing. Funds for this program are allocated by a legislative formula to participating accredited schools of nursing located in the United States, Puerto Rico, Guam, and the Virgin Islands; in turn, the schools administer the funds to the students.

- Nursing Scholarship Program--Provides scholarships of up to $2,000 per academic year to assist qualified and motivated students with exceptional financial need to undertake the course of study leading to an associate degree, bachelor's degree, or graduate degree in nursing. Funds for this program are allocated on the basis of a legislative formula to participating schools of nursing which, in turn, make scholarship awards to the students.

- Health Professions Student Loan Program--Authorizes long-term, 7 percent interest loans of up to $2,500 per year, plus tuition to health professions students (MOD/VOPP). These loan funds are given to schools which in turn make awards to students with limited financial resources who otherwise would not have been able to afford career preparation in a health profession. Students of medicine and osteopathy, except those graduating by June 30, 1979, are eligible only if they demonstrate exceptional financial need.

- Health Professions Scholarship Program for First-Year Students of Exceptional Financial Need--Provides a scholarship without a service or financial obligation to first-year students with exceptional financial need for the purpose of encouraging pursuit of a career in medicine, osteopathy, dentistry, optometry, pharmacy, podiatry or veterinary medicine.

- National Health Service Corps Scholarship Program--Provides qualified health professionals to the National Health Service Corps for practice in a shortage area in return for financial support for educational expenses.

Bureau or Agency

PHS, HRA, BHM, Division of Manpower Training Support (cont'd)

Enabling Authority

- PL 78-410, Public Health Service Act, as amended, Titles VII and VIII
- PL 94-484, Health Professions Education Assistance Act of 1976, as amended

Coding Structure

Not applicable

Principal Users

- Health planners
- Professional health associations
- Congress
- Financial aid officers and associations (i.e., National Association for Student Financial Assistance)

Major Publications

- A Report by the Secretary of HEW to Congress and the President on the National Health Service Corps Scholarship Program (HRA 79-13)
- Association of American Medical Colleges, Study of Public Health Service Scholarship Recipients and National Health Service Corps Participants (May, 1977)
- Scholarship Now for Service Later (January, 1979)
- Contributions to Public Health Reports

Contact

Dr. George Crocker
BHM, Division of Manpower Training
Support
Room 4-50, Center Bldg.
3700 East-West Highway
Hyattsville, MD 20782
301-436-6390

Bureau or Agency

PHS, HRA, Bureau of Health Manpower, Division of Medicine

Synopsis of Occupational Information Development and/or Use

The Division of Medicine is concerned with altering the training of primary health care physicians in order to enhance their awareness of occupational health areas. The Division awards grants for curriculum development and training. Areas for which curricula are being developed include environmental health, geriatrics and nutrition. Areas of training grants include: residency in family medicine, residency general internal and pediatrics, and physician assistants. The Division monitors the distribution and numbers of primary care physicians, and the numbers being funded under grant programs.

The Division contracted with the University of Arizona to develop curriculum training modules or units in 24 areas of occupational and environmental health, a subset of preventive medicine. Under this contract the University investigates data and health problems and develops a final curriculum to be implemented in whole or in part in medical training institutions.

Enabling Authority

PL 78-410, Public Health Service Act, Section 788 (D)

Coding Structure

Not applicable

Principal Users

- Medical schools and training hospitals
- Professional associations
- Congress
- Medical specialty boards

Major Publications

- Contributions in
  - Public Health Service reports
  - Final project reports, published as needed
  - Working documents

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

PHS, HRA, Bureau of Health Manpower, Division of Medicine (cont'd)

Contact

Louis Steinberg
BHM, Division of Medicine
Room 4-44, Center Building
3700 East-West Highway
Hyattsville, MD 20782
301-436-6580

217

Bureau or Agency

PHS, HRA, Bureau of Health Manpower, Division of Nursing

Synopsis of Occupational Information Development and/or Use

The Division of Nursing collects, compiles, and analyzes data to provide information on the resources, utilization, and contribution of nurses in the nation's health delivery system. The Division at one time collected occupational data; however, the National Center for Health Statistics and such organizations as the American Hospital Association have assumed this responsibility. The data are used to analyze staffing patterns in hospitals, to study the use of nurses by assignments, and to evaluate job performance. This information helps to identify shortages of qualified trained nurses.

An Interagency Conference on Nursing Statistics (ICONS) meets annually to estimate the supply of nurses.

Enabling Authority

PL 78-410, Public Health Service Act

Coding Structure

D.O.T.

Principal Users

- Bureau of Labor Statistics
- Health professions
- Health services organizations
- American Hospital Association
- Nurses/nursing associations
- Nursing schools

Major Publications

- Trends in RN Supply
- The Geographic Distribution of Nurses & Public Policy
- Equalizing Access to Nursing Services: The Geographic Dimension
- The Impact of Health System Changes on the Nation's Requirements for RNs in 1985

Bureau or Agency

PHS, HRA, BHM, Division of Nursing (cont'd)

Major Publications (cont'd)

- Longitudinal Study of Nurse Practitioners: Phase I
- Source Book: Nursing Personnel
- Surveys of Public Health Nursing: 1968-1972
- Evaluation of Employment Opportunities for Newly Licensed Nurses
- Contributes to Facts on Nursing, published biennially by the American Nurses' Association

Contact

Ms. Jessie Scott, Director
BHM, Division of Nursing
Room 3-50, Center Bldg.
3700 East-West Highway
Hyattsville, MD 20782
301-436-6314

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

PHS, HRA, Bureau of Health Planning

Synopsis of Occupational Information Development and/or Use

The Bureau of Health Planning (BHP) administers, monitors, funds, and provides technical support to the health systems agencies and the State health planning and development agencies. Grant compliance requirements include completing a questionnaire periodically to provide specific data on skill characteristics. The data are maintained on the Human Resources Administration's ADP system. BHP monitors the data, and verifies that each agency complies with the grant requirements and has adequate staffing for the purposes of the grant. Agencies, rather than the Bureau, project their needs.

Enabling Authority

PL 93-641, National Health Planning and Resource Development Act of 1974

Coding Structure

Not applicable

Principal Users

- American Health Planning Association
- Congress

Major Publications

Contact

Joseph Davis
Bureau of Health Planning
Room 5-22, Center Bldg.
3700 East-West Highway
Hyattsville, MD 20782
301-436-6120

Bureau or Agency

Public Health Service (PHS), Office of the Assistant Secretary for Health, National Center for Health Statistics (NCHS), Division of Health Manpower and Facilities Statistics

Synopsis of Occupational Information Development and/or Use

The Division of Health Manpower and Facilities Statistics develops and maintains a national register for primary and allied health personnel, conducts health manpower surveys, and establishes inventories of personnel in selected health occupations. The Division also develops statistics on the number and characteristics of inpatient and outpatient health facilities in the United States.

The division incorporates data collected through the Cooperative Health Statistics System (CHSS) for the following health manpower occupations: doctors of medicine and osteopathy, dentists, dental hygienists, registered and licensed practical nurses, chiropractors, optometrists, podiatrists, pharmacists, physical therapists, veterinarians, and nursing home administrators. Data on health care facilities are collected jointly through the CHSS and the NCHS Master Facility inventory. Facilities include hospitals, nursing care and related homes, and other inpatient health facilities (such as specialized resident treatment centers and homes).

Enabling Authority

PL 93-353, Health Services Research, Health Statistics, and Medical Libraries Act of 1974

Coding Structure

Not applicable

Principal Users

- Health planning organizations
- Health administration organizations
- Congress
- State and local governments
- Urban and regional planners
- Universities
- Research institutions

Major Publications

Health Resources Statistics (annual; 61 chapters on 70 professions; 600-page document distributed to a mailing list of 10,000-15,000)

Department

HEALTH, EDUCATION
AND WELFARE

Bureau or Agency

PHS, NCHS, Division of Health Manpower and Facilities Statistics (cont'd)

Contact

Dr. Charles M. Croner
Chief, Technical Services Branch
Division of Health Manpower and
Facilities Statistics
3700 East-West Highway, Room 1-60
Hyattsville, MD 20782
301-436-8880

Bureau or Agency

PHS, National Center for Health Statistics, Division of Health Resources Utilization Statistics

Synopsis of Occupational Information Development and/or Use

The National Center for Health Statistics (NCHS) conducts a Cooperative Health Statistics System (CHSS) to collect data on the following health occupations: doctors of medicine and osteopathy, dentists, dental hygenists, registered and licensed practical nurses, pharmacists, optometrists, podiatrists, veterinarians, chiropractors, physical therapists, and nursing home administrators. The Division of Health Resources Utilization Statistics monitors (4), (5) and (6) of the seven components of the CHSS that follow: (1) manpower--Division of Health Manpower and Facilities Statistics, (2) vital statistics--Division of Vital Statistics, (3) facilities--Division of Health Manpower and Facilities Statistics, (4) long term care, (5) ambulatory care (6) hospital care and (7) household interview statistics--Division of Health Interview Statistics. The data collected for these seven components include some basic demographic characteristics. The Division of Health Resources Utilization Statistics conducts three continuous surveys and one periodic survey of those who are served by health care facilities: patients, residents and clients. For the utilization components the Division collects some base data on health status and health care services provided at patient counters. Data are used for research, program evaluation, health planning and development of legislation, and by principal users.

Enabling Authority

PL 95-623, Health Services Research, Health Statistics, and Health Care Technology Act of 1978

Coding Structure

Not applicable

Principal Users

- Health service organizations
- Professional associations
- State and local governments
- Private concerns
- Congress

Bureau or Agency

PHS, NCHS, Division of Health Resources
Utilization Statistics (cont'd)

Major Publications

- The Nations's Use of Health Resources (annual)
- Advanced Data Reports (periodic)
- Vital and Health Statistics - Series 13 Reports (continuous)

Contact

Siegfried A. Hoermann
Division of Health Resources
Utilization Statistics
Room 212
3700 East-West Highway
Hyattsville, MD 20782
301-436-7114

Department

INTERSTATE COMMERCE
COMMISSION

Bureau or Agency

Bureau of Accounts

Synopsis of Occupational Information Development and/or Use

The Bureau of Accounts collects wage statistics on Class 1 railroad employees. A Class 1 railroad is defined as a railroad having more than fifty million dollars in transportation operating revenues. Monthly, the average number of employees by railroad is compiled. Because information is collected by railroad, it crosses State borders. Some data are also collected on ICC training programs.

Enabling Authority

Administrative Procedures Act

Coding Structure

Not applicable

Principal Users

- Bureau of Labor Statistics
- Internal

Major Publications

- Statement 300 (June and December)
- Statement 300A (Annual)

Contact

James Bayne, Chief
Section of Reports
ICC, Bureau of Accounts
12th and Constitution Avenue, N.W.
Washington, D.C. 20423
202-275-7331

Department

JUSTICE

Bureau or Agency

Immigration and Naturalization Service

Synopsis of Occupational Information Development and/or Use

The Immigration and Naturalization Service collects data on immigrants to the United States by country of birth and country of last permanent residence. The information is provided on the immigration visa which indicates whether an immigrant is certified by the Department of Labor to be employed in the United States in a specific profession. Employment status prior to immigration is also derived from the visa.

The Immigration and Naturalization Service maintains a count of nonimmigrants and foreign laborers, according to processed visas. If a foreign student indicates that he plans to attend school, he must attend a school that is approved by the Attorney General of the United States.

In 1979, a sample of 50,000 Alien Address Report Cards (I-53) will be reviewed to determine the occupation and industry of aliens residing in the United States. Aliens who are permanent residents and persons in the United States temporarily report their addresses in January of each year. Occupational data is a new data element to be retrieved from the report in 1979.

Enabling Authority

8 U.S.C. 1458, § 347

Coding Structure

- Alphabetical Index of Occupations and Industries, Bureau of the Census
- Internal coding system

Principal Users

- Internal
- General public
- Government agencies
- Foreign embassies
- Students and research organizations
- State and local governments

Major Publications

Annual Report of the Immigration and Naturalization Service

226

Bureau or Agency

Immigration and Naturalization Service (cont'd)

Contact

Ms. M. Cheryl Phillips
Stephen Schroffel
Statistics Branch
Immigration and Naturalization Service
Room 5020
425 I Street, N.W.
Washington, D,C. 20536
202-633-3053 (Phillips)
202-633-3059 (Schroffel)

Bureau or Agency

Law Enforcement Assistance Administration
(1) National Criminal Justice Information and Statistics Service
(2) Office of Criminal Justice Education and Training

Synopsis of Occupational Information Development and/or Use

The Statistics Division of the National Criminal Justice Information and Statistics Service collects and analyzes employment and expenditure data for the criminal justice system. The data, obtained through mail canvasses and field compilation of governments, are collected by the Bureau of the Census' Employment and expenditure survey. Information about the following sectors is provided: police, courts, corrections, probation, parole, prosecution, legal services and public defense. The number of individuals employed in these sectors is published annually by State. In addition, national totals are aggregated for State and local areas by State, the 17 largest Standard Metropolitan Statistical Areas, counties with populations greater than 100,000 and cities with populations greater than 50,000. These data are used to analyze budgetary issues and to distribute funds to State and local governments for program support. The data are also used in human resource development research by the Office of Criminal Justice Education and Training.

Nationally, there are 1,000 colleges and universities that offer criminal justice-related programs. Specific studies in human resource planning are underway. Grants have been awarded to three universities to develop a human resource planning model: the University of Michigan is working on identifying what data elements are needed in human resource planning; Sam Houston State University is developing an information system that will act as a clearinghouse for human resource planning data; and the University of South Florida is analyzing different techniques of job analysis to determine which are best suited for the Criminal Justice field.

Occupational projections were accomplished through a one-time contract with the National Planning Association. Currently a system of projecting employment levels in the States is being researched with the State of Florida.

Enabling Authority

- PL 90-351, 91-644, 93-83, 94-503
- Crime Control Act, as amended in 1976

Coding Structure

Internal coding structure

Bureau or Agency

Law Enforcement Assistance Administration (cont'd)

Principal Users

- Internal
- Federal agencies
- State and local governments
- Academic researchers

Major Publications

- Expenditure and Employment Data for the Criminal Justice System (annual)
- Trends in Criminal Justice Manpower Planning, Volume 6
- Trends in Expenditure and Employment Data for the Criminal Justice System (annual)

Contact

Dr. Charles Kindermann
Statistics Division, NCJISS
633 Indiana Avenue, N.W.
Washington, D.C. 20531
301-492-9070

Department

LABOR

Bureau or Agency

Employment Standards Administration, Construction Labor Demand System (CLDS)

Synopsis of Occupational Information Development and/or Use

The Construction Labor Demand System of the Employment Standards Administration forecasts on-site labor demand, in terms of work years, for 28 construction occupations engaged in new construction. The system first estimates construction activity by type of geographical regions, and then translates the estimated construction volume into labor requirements by converting project characteristics (type, location, dollars, megawatts, etc) into labor craft time. Labor conversion profiles are provided by the Bureau of Labor Statistics, the Tennessee Valley Authority, and private construction and engineering firms.

The forecasting system is currently under development. Full implementation is scheduled for late 1979.

Enabling Authority

- PL 95-524, Comprehensive Employment and Training Act, § 311 and 312
- Davis-Bacon Act

Coding Structure

Internal coding structure

Principal Users

- Contractors, construction owners, and labor organizations
- Department of Labor
- Department of Energy
- Federal agencies with construction responsibilities, i.e., Department of Defense, Tennessee Valley Authority, Nuclear Regulatory Commission, and Department of Commerce
- Construction materials producers and suppliers

230

Bureau or Agency

Employment Standards Administration, Construction Labor Demand System (CLDS) (cont'd)

Major Publications

- Labor and Capital Requirements for Constructing Electric Generating Power Plants (1977-81)
- Periodic reports and news releases

Contact

William Hahn
U.S. Department of Labor
Room N 2423
200 Constitution Avenue, N.W.
Washington, D.C. 20210
202-523-8739

231

Bureau or Agency

Mine Safety and Health Administration (MSHA), Office of Education and Training

Synopsis of Occupational Information Development and/or Use

Mine Safety and Health Administration through the Bureau of the Mines has developed three reports (see Major Publications, below) that forecast annual employment in the mining industry between 1980 and 2000, and derive estimates of the number of annual work years which must be allocated for training purposes. The employment forecasts are based on the U.S. Bureau of Mines' projections of mineral production, and assumptions concerning the future productivity of the industry.

An employment/turnover model is developed which produces estimates of the annual number of accessions required for replacements and growth in the industry. Accessions are broken down further into annual forecasts of expected new entrants, rehires, and intra-industry movers (i.e., individuals changing jobs from one mining establishment to another). Each of these accession types represents a particular training audience identified in the safety and health regulations. Based on the mandated minimum hours of training associated with each audience, the number of work years required for training is determined.

Enabling Authority

PL 95-164, Federal Mine Safety and Health Act

Coding Structure

Internal coding structure based on the listing of categories for training in C.F.R. 30, Part 48, Subparts A and B--Health and Safety Training and Retraining of Miners

Principal Users

- Congress
- Department of Labor
- Researchers
- Sponsor agencies, e.g., Mine Safety and Health Administration
- Universities and colleges

Bureau or Agency

Mine Safety and Health Administration, Office of Education and Training (cont'd)

Major Publications

- Forecast of Employment and Training in the Coal Mining Industry--1980-2000
- Forecast of Employment and Training in the Metel Mining Industry--1980-2000
- Forecast of Employment and Training in the Non-Metal Mining Industry--1980-2000

Contact

John S. Curtis
MSHA, Education and Training
Room 522
4015 Wilson Blvd.
Arlington, VA 22203
703-235-1335

Department

LABOR

Bureau or Agency

Mine Safety and Health Administration (MSHA), Office of Technical Support

Synopsis of Occupational Information Development and/or Use

Accident, illness and employment data on coal, metal, and non-metal mining locations nationwide are submitted to the Office of Technical Support on two forms: Form 7000-1, Mine Accident, Injury and Illness Report, and Form 7000-2, Quarterly Mine Employment and Coal Production Report. Specific data include the worker's past employment and training experience, duration at present position and location, and characteristics of the mine itself (e.g., coal productivity). These data are collected and analyzed at the Health and Safety Analysis Center in Denver, Colorado.

Technical Support has data on employment levels by mine for approximately 20 mine occupations in three categories of mines--surface, underground, and surface facility for underground mine. Consistent with its regulatory function, the Office compiles statistics to study injury frequency rates for each mine to determine problem areas and probable causes of accidents.

Enabling Authority

PL 95-164, Federal Mine Safety and Health Act

Coding Structure

Internal coding structure

Principal Users

- MSHA--internal and district facilities
- Department of the Interior--Bureau of the Mines
- Department of Energy
- Other Federal agencies
- University and school research
- State and local governments
- Mining companies
- Mining consultants
- Mining equipment manufacturers

Department

LABOR

Bureau or Agency

Mine Safety and Health Administration
Office of Technical Support (cont'd)

Major Publications

- MESA Safety Reviews (monthly)
- Annual Report for Coal Mine Health and Safety
- Annual Report for Metal and Nonmetal Mine Health and Safety

Contact

Jack Mulhern
MSHA, Technical Support
Room 913
4015 Wilson Blvd.
Arlington, VA 22203
703-235-1590

Department

LABOR

Bureau or Agency

Women's Bureau

Synopsis of Occupational Information Development and/or Use

The Women's Bureau acquires data on women from the Bureau of the Census and the Bureau of Labor Statistics. The data include information on education, marital status, and occupations in which women are employed. Publications present statistical comparisons, document trends, and describe the condition of the subject, as titled.

Enabling Authority

PL 66-259

Coding Structure

Not applicable

Principal Users

- National and local women's groups
- Congress
- Students
- Researchers
- Federal Regional Offices

Major Publications

- *Working Mothers and Their Children* (annual)
- *Women in the Labor Force* (annual)
- *Earnings Gap Between Men and Women*
- *Minority Women - A Statistical View*

Contact

Ms. Velma Gilyard
Economics Assistant
Room S 3305
200 Constitution Avenue, N.W.
Washington, D.C. 20210
202-523-6636

Department

LEGISLATIVE BRANCH

Bureau or Agency

Congressional Budget Office, Fiscal Analysis Division

Synopsis of Occupational Information Development and/or Use

The Fiscal Analysis Division uses information on unemployment rates to assess labor market conditions. Among other classifications methods, data are arranged by occupational category.

Enabling Authority

PL 93-344, Budget Act of 1974

Coding Structure

Not applicable

Principal Users

- Federal agencies
- Congress
- State and local government agencies
- General public

Major Publications

- Youth Unemployment
- Periodic reports on the economy

Contact

George Iden
Congressional Budget Office
2nd and D Streets, N.W.
Washington, D.C. 20515
202-225-1472

Department

LEGISLATIVE BRANCH

Bureau or Agency

Congressional Committee on Education and Labor, Subcommittee on Elementary, Secondary and Vocational Education

Synopsis of Occupational Information Development and/or Use

The Subcommittee on Elementary, Secondary and Vocational Education uses occupational data obtained from Bureau of Labor Statistics, National Center for Education Statistics, Office of Education, and National Institute of Education as the basis for legislative initiatives related to vocational education. Specific data used by the Subcommittee include:

- Projections of occupational outlook
- Statistics on people in training and people employed in training occupations
- Special populations and disadvantaged groups requiring educational preference
- Data on programs and educational institutions

The Subcommittee uses data on trends of occupational growth or recession, dollars allocated to programs, and program completers and leavers to project the kinds of legislation needed for target population.

Enabling Authority

- PL 94-482, as amended
- PL 94-561
- PL 95-207

Coding Structure

Not applicable

Principal Users

- Congress
- General public
- Educational organizations

Department

LEGISLATIVE BRANCH

Bureau or Agency

Congressional Committee on Education and Labor, Subcommittee on Elementary, Secondary and Vocational Education (cont'd)

Major Publications

- Hearing transcripts
- Legislation

Contact

John Jennings
Ms. Nancy Kober
Rayburn Building, Room B346C
Washington, D.C. 20515
202-225-4368 (Jennings)
202-225-4368 (Kober)

Department

LEGISLATIVE BRANCH

Bureau or Agency

Senate Committee on Labor and Human Resources,
Subcommittee on Employment, Poverty, and Migratory Labor

Synopsis of Occupational Information Development and/or Use

The Subcommittee on Employment, Poverty and Migratory Labor acquires unemployment and employment statistics from the Bureau of Labor Statistics, Employment and Training Administration (ETA), and General Accounting Office. Unemployment and employment data are broken down by gender, age group, educational background, family income, and racial or ethnic group. The data are used for analyzing legislation and new policies and for writing bills targeted for certain labor-market disadvantaged groups. The Comprehensive Employment and Training Act is illustrative of the type of legislation resulting from this process. In general, the Subcommittee drafts legislation to support programs for people requiring occupational preferences due to their disadvantaged position in the labor market.

Data on training programs and institutions are collected through personal interviews. The Subcommittee receives information on training programs from educational institutions and Federal agencies such as ETA and the Department of Health, Education and Welfare. The data are used to assess service populations, to write legislation, and to provide job information to needy people.

Enabling Authority

Senate Committee on Labor and Human Resources

Coding Structure

Not applicable

Principal Users

- General public
- Senate Committee on Labor and Human Resources

Major Publications

Reports are published on approved bills

Contact

Brad Mims
Senate Annex, Immigration Bldg.
Room A701
119 D Street, N.E.
Washington, D.C. 20418
202-224-3968

Synopsis of Occupational Information Development and/or Use

Funded by the National Science Foundation (NSF) and the National Institutes of Health (NIH), the National Research Council (NRC) of the National Academy of Sciences (NAS) conducts a biennial survey of doctoral scientists and engineers. In 1976, the National Endowment for the Humanities (NEH) funded NRC-NAS to include a sample of humanities occupations in the doctorate survey. For three years, NAS has had an ongoing project with NIH to survey people trained in the biomedical sciences. The data gathered in the biennial survey are used to analyze employment patterns, fields of unemployment, and field mobility. The study is longitudinal and covers a 42-year span. Biennially, the earliest two years are dropped and the most recent two years added. The computerized data base comprises 80,000 coded entries.

Enabling Authority

26 U.S.C. 251-254

Coding Structure

Internal coding structure

Principal Users

- Sponsor agencies: National Science Foundation, National Institute of Health, National Endowment for the Humanities
- Universities
- Researchers
- Students
- Professional societies and organizations

Major Publications

- Doctoral Scientists and Engineers in the United States: 1973 and 1975 Profile
- Science, Engineering and Humanities Doctorates in the United States: 1977 Profile
- Employment States of Ph.D. Scientists and Engineers: 1973 and 1975

Major Publications (cont'd)

- Field Mobility of Doctoral Scientists and Engineers (1975)
- Career Patterns of Doctoral Scientists and Engineers, 1973 and 1975 (in progress)
- Employment Status of Humanities Ph.D.s (in progress)
- Ph.D.s in Business and Industry (in progress)

Contact

Dr. Betty Maxfield
Room JH712
2101 Constitution Avenue, N.W.
Washington, D.C. 20418
202-389-6528

Department

NATIONAL ENDOWMENT
FOR THE ARTS

Bureau or Agency

Research Division

Synopsis of Occupational Information Development and/or Use

The Research Division uses information on persons employed in artist occupations--primarily writers, artists and entertainers. Sources of information are the 1970 Census, the Current Population Survey, and the Department of Health, Education and Welfare 1976 Survey of Income and Education. The Census Occupational Classification System was used in all these data collection efforts.

Groups of most interest to the Endowment are actors, authors, dancers, designers, musicians and composers, painters and sculptors, and photographers. Other groups examined by NEA include architects and teachers of art, music, and drama. Future plans include extensive examination of 1980 Census information on these occupational groups and a follow-up to the 1980 Census that provides more detailed information on persons in artist occupations.

Enabling Authority

PL 89-209, National Foundation on the Arts and the Humanities Act of 1965

Coding Structure

Census Occupational Classification System

Principal Users

- Internal
- Administrators of arts organizations
- Arts agencies
- General public

Major Publications

Research Division reports (10 published to date; 3 to 4 annually)

Contact

Thomas F. Bradshaw
NEA, Research Division
Room 1262
2401 E Street, N.W.
Washington, D.C.
202-634-7103

Department

NATIONAL ENDOWMENT
FOR THE HUMANITIES

Bureau or Agency

Office of Planning and Policy Assessment

Synopsis of Occupational Information Development and/or Use

The National Endowment for the Humanities (NEH) funds fellowships and grants to institutions and organizations for the promotion, development, and conduct of research in the field of humanities. The Office of Planning and Policy Assessment participates in the development and evaluation of the grant-making programs. Specifically, the Office supplies background information to the National Council of the Humanities, the governing body of NEH that makes policy decisions related to grant approval.

NEH, the National Science Foundation and the National Institutes of Health have funded a survey of the population of doctorates in sciences, engineering and humanities to be completed by the National Academy of Sciences. NEH has funded the Higher Education Research Institute to determine where Ph.D.s in humanities are employed in the public sector. The statistical data produced by grantee organizations are subsequantly used in position papers for the National Council, memoranda, and policy discussions.

Enabling Authority

PL 89-209

Coding Structure

Not applicable

Principal Users

- Health, Education and Welfare
- National Science Foundation
- Educational administrators
- Professional organizations in the humanities

Major Publications

- Science, Engineering and Humanities Doctorates in the United States (biennial)
- The Humanities in Two-Year Colleges

Department

NATIONAL ENDOWMENT
FOR THE HUMANITIES

Bureau or Agency

Office of Planning and Policy Assessment (cont'd)

Contact

John Wooster
NEH, Office of Planning and
Policy Assessment (MS303)
806 15th Street, N.W.
Washington, D.C. 20506

Department

NATIONAL SCIENCE
FOUNDATION

Bureau or Agency

Division of Science Resource Studies, Scientific and Technical Personnel Studies Section (STPSS)

Synopsis of Occupational Information Development and/or Use

The Scientific and Technical Personnel Studies Section (STPS) surveys individuals and industrial firms for data on utilization of scientists and engineers by major fields of science. Data are collected through contracts with Bureau of the Census, Bureau of Labor Statistics, National Academy of Sciences and WESTAT, Inc. Information on employment, unemployment, social characteristics, demographics, highest level of degree earned, salary, and type of work (industry, academia, and government) is used to project employment levels and to identify shortages or surpluses of scientific personnel.

Projections are made at the national level. Data are provided for broad categories of scientists (e.g., physical scientists, life scientists, mathematicians, and social scientists). An econometric model and regression analysis are used to project occupational supply and demand.

Information on training programs and institutions is obtained through a survey of university department heads.

Enabling Authority

PL 81-507, Sec. 3 (a) (b)

Coding Structure

Internal coding scheme which follows, to the extent possible, the Standard Occupational Classification Manual

Principal Users

- Internal
- Office of Science and Technological Policy
- Office of Management and Budget
- Congressional committees concerned with science and technology
- Educational institutions

Major Publications

- U.S. Scientists and Engineers (biannual) (not limited to Ph.D.s)
- Doctoral Scientists and Engineers in the U.S.

Department

NATIONAL SCIENCE
FOUNDATION

Bureau or Agency

Division of Science Resource Studies, STPSS (cont'd)

Contact

Michael Crowley
National Science Foundation
1800 G Street, N.W.
Room L-611
Washington, D.C. 20550
202-634-4691

Department

NAVY

Bureau or Agency

Office of the Assistant Secretary of the Navy (Manpower, Reserve Affairs, and Logistics), Naval Material Command

Synopsis of Occupational Information Development and/or Use

The Office of Manpower, Reserve Affairs, and Logistics obtains data from several sources:

- The CSC Form 50 which collects data on 325 white collar and 650 blue collar occupations in the Navy from the Personnel Automated Data System maintained by the Navy Civilian Personnel Command
- The Census' Current Population Survey (CPS) which collects data on the total labor pool
- The Census' Public Use Sample (PUS)
- The HEW 1976 Survey of Income and Education (SIE)

Civil Service occupations in the Navy are converted in the Occupational Conversion Manual to eight Civil Service occupation groups: scientists and engineers, other professionals, managers and admistrators, technicians, clerical workers, service craftsmen or operatives, and laborers.

The data are used to determine available labor pools, to calculate supply ratios, to compute EEO goals, and to construct internal models for budget considerations.

Naval Material Command uses three files to establish a prototype for a training program: the employee file, the position file, and the course catalog file. The catalog of courses is a file, compiled and updated according to courses offered at universities, private firms, and other institutions. If the training prototype for the Washington metropolitan area is successful, it will be applied nationally to other Navy programs. Projections of supply of trained Navy personnel is determined annually.

Enabling Authority

- Civil Service Reform Act of 1978
- Civil Rights Act of 1964, as amended

Department

NAVY

Bureau or Agency

Office of the Assistant Secretary of the Navy (Manpower, Reserve Affairs, and Logistics), Naval Material Command (cont'd)

Coding Structure

Internal coding structure related to Census and Civil Service codes

Principal Users

- Equal Employment Opportunity staffs
- Line management within the Department of the Navy
- Personnel offices

Major Publications

- *Research Reports* (two or three annually)

Contact

Dr. Richard Niehaus
Pentagon, Room 4E-780
Washington, D.C. 20350
202-694-5855

Department

OFFICE OF PERSONNEL
MANAGEMENT
(formerly Civil Service
Commission)

Bureau or Agency

Agency Compliance and Evaluation

Synopsis of Occupational Information Development and/or Use

Using Form 50, the Bureau of Personnel Management Evaluation (BPME) collects employment statistics on Federal civilian employees worldwide. An automated data file, called the Central Personnel Data File (CPDF), is updated monthly. BPME uses the data to observe major trends in personnel and to prepare reports on all federal civilian employees. The Office of Personnel Management staffing services will provide occupational competitive hiring projections based on CPDF on board and competitive accessions from prior years.

Enabling Authority

Civil Service Commission Rule 7.2 promulgated by the President under the authority of Title V

Coding Structure

Internal coding structure (Each occupation is assigned a five-digit code by the Bureau of Policy and Standards in the Office of Personnel Management.)

Principal Users

- Federal agencies and bureaus
- Congress
- Libraries
- Universities
- Municipalities
- Private companies

Major Publications

- Federal Civilian Work Force Statistics (Monthly Release)
- Occupations of Federal White Collar Workers (annual)
- Occupations of Federal Blue Collar Workers (annual)
- Pay Structure of the Federal Civil Service
- Annual Report of Employment by Geographic Area
- Equal Employment Opportunity statistics

Contact

James Anderson
Office of Personnel Management
Room 6441
1900 E Street, N.W.
Washington, D.C. 20415
202-632-5416

Department

OFFICE OF PERSONNEL MANAGEMENT

Bureau or Agency

Intergovernmental Personnel Programs, Personnel Assistance Operations Section

Synopsis of Occupational Information Development and/or Use

As part of an effort to assist State and local government to improve their personnel administration, Intergovernmental Personnel Programs collects and uses data about a range of areas involved in total personnel systems. Data are collected and tabulated by regional Office of Personnel Management staff. Many technical assistance publications are produced which utilize occupational data.

Annual reports of occupational data include the *Annual Statistical Report* which provides baseline indicators for evaluation of the effectiveness of State and local personnel administration. Data are collected from merit system agencies and grant-aided agencies subject to the Federal Standards for a Merit System of Personnel Administration. The annual *State Salary Survey* covers salaries of 104 administrative, professional, and technical State government jobs; beginning, experienced, and supervisory levels are included. Job descriptions are necessarily broad to encompass the many jurisdictions.

Enabling Authority

Intergovernmental Personnel Act of 1970

Coding Structure

No coding structure is used expressly. Job titles are defined for salary survey purposes.

Principal Users

- State and local grant-aided and merit system agencies
- State governments
- State employees
- Office of Personnel Management

Major Publications

- *1977 Annual Statistical Report*
- *State Salary Survey* (August 1, 1978)
- *Intergovernmental Personnel Act: Improving Public Service Delivery*

Department

OFFICE OF PERSONNEL
MANAGEMENT

Bureau or Agency

Intergovernmental Personnel Programs, Personnel Assistance Operations Section (cont'd)

Contact

Donald E. Acree
Office of Personnel Management
Room 2332
1900 E Street N.W.
Washington, D.C. 20415
202-632-6017

Department

OFFICE OF PERSONNEL
MANAGEMENT

Bureau or Agency

Workforce Effectiveness and Development, Training and Leadership Division

Synopsis of Occupational Information Development and/or Use

The Workforce Effectiveness and Development Group collects data on the tasks of Federal occupations. A separate questionnaire is prepared for each occupation. The questionnaire is mailed to Federal employees on a seven to ten-year cycle to update data on the tasks of each occupation. Types of data include:

- A complete inventory of the occupation's tasks (Respondents check those tasks in the inventory which compose their individual positions.)
- Pay level and classification of a position
- Geographic and organizational distribution of a position
- Equipment, tools and forms used by the employees
- Academic backgrounds of employees and other personal data

The data are used in training, recruiting, position classification, and position management (i.e., the allocation of tasks to positions). Data from the questionnaires are merged with data in the Central Personnel Data File (CPDF) for purposes such as predicting accession rates by specializations within an occupation and the number of individuals who will need training in selected tasks.

Annually, the Workforce Effectiveness and Development Group collects data on the training programs attended by Federal employees. Such data can be arrayed by occupation. The primary purpose for collecting the data is to monitor the administration of Chapter 41 of Title V, United States Code, by Federal agencies.

Enabling Authority

5 U.S.C. 41

Coding Structure

Internal coding structure

Department

OFFICE OF PERSONNEL
MANAGEMENT

Bureau or Agency

Workforce Effectiveness and Development, Training and Leadership Division (cont'd)

Principal Users

- Congress
- Federal agencies
- Associations (e.g., American Society for Training and Development)
- Research

Major Publications

- Employee Training in the Federal Service (annual)
- Published data from Central Personnel Data File

Contact

Michael Miller
Office of Personnel Management
Training and Leadership Division (PPS)
Room 7635
1900 E Street N.W.
Washington, D.C. 20415
202-632-5684

Department

TRANSPORTATION

Bureau or Agency

Federal Aviation Administration (FAA), Office of Aviation Policy, Aviation Education Programs Division

Synopsis of Occupational Information Development and/or Use

The Aviation Education Programs Division collects data through contractors and from the Bureau of Labor Statistics, employers, and manufacturers. The Division reports 10-year projections on the estimated number of planes and navigation equipment to be produced and airports to be built. It interpolates manpower needs inside the Government for aviation careers including pilots and flight engineers; aviation maintenance, airport, and airline workers; flight attendants; aircraft manufacturing workers; and other government careers related to aviation and agricultural aviation. Specific data on each aviation career include:

- Nature of job--description, conditions, hours, etc.
- General information on requirements--license, physical, and aptitude
- Categories/types of jobs
- Wages, salary, benefits, retirement
- Occupational outlook--perspective on supply and demand

The occupational information is utilized in career education and awareness programs, is published in the career series, and is used to provide perspective on aviation careers to employers and guidance counselors.

Enabling Authority

PL 94-353, Federal Aviation Act of 1958

Coding Structure

D.O.T.

Principal Users

- Department of Transportation
- Departments of Agriculture, Defense, Labor
- Office of Education
- State and Local governments
- Veterans administration
- Airline and manufacturing industries
- Elementary, secondary, postseconday educational advisors

Bureau or Agency

FAA, Office of Aviation Policy,
Aviation Education Programs Division (cont'd)

Major Publications

- FAA Annual Aviation forecasts, 1979-1990
- Aviation Careers Series: 8 Occupations

Contact

Mervin Strickler
FAA, Chief, Personnel
Management Information and
Analysis Branch (APT 20)
Room 528
800 Independence Avenue, S.W.
Washington, D.C. 20950
202-426-3711

Department

TRANSPORTATION

Bureau or Agency

National Highway Traffic Safety Administration,
Emergency Medical Services Branch (DOT, DOL, HEW)

Synopsis of Occupational Information Development and/or Use

The Emergency Medical Services (EMS) Branch collects data on employment within ambulance services, by State. A survey is mailed to each State through health departments and foundations. Respondents are asked to indicate services offered, number of vehicles, employment levels, training level of personnel, and service deficiencies as compared to national standards. Every year the EMS Branch mails a status report to each state for updating. Each State has an annual work plan to train employees, to obtain equipment and to update systems to comply with national standards. States submit budgets to EMS for budgetary and matching grants considerations.

In particular, projecting employment levels is difficult because personnel are 50 to 60 percent volunteer. Nonetheless, professional levels are studied on the basis of historical trends.

The States collect data on training programs and institutions to project the anticipated supply of trained personnel.

Enabling Authority

Highway Safety Act of 1966

Coding Structure

Not applicable

Principal Users

- Congress
- Department of Health, Education and Welfare (HEW)--Health manpower statistics
- Department of Labor--Occupational manpower projections
- Department of transportation (DOT)
- States
- Students and researchers

Major Publications

- Inclusions in various HEW, DOL, and DOT reports

Contact

Leo R. Schwartz, Chief
EMS Branch
Room 5118
400 7th Street, S.W.
Washington, D.C. 20590
202-472-5440

Department

UNITED STATES
POSTAL SERVICE

Bureau or Agency

Employee and Labor Relations Group:

- Employee Relations Department
- Labor Relations Department
- Office of Compensation

Synopsis of Occupational Information Development and/or Use

The Employment and Labor Relations Group monitors information compiled in the Management Information Systems Department on the U.S. Postal Service's 660,000 employees. Data are available by full-time and part-time incumbents, by sex, by salary level, and other criteria.

Occupational data are utilized primarily in training and budgetary considerations, but also are applied in determining staffing criteria, history of individuals in occupational groupings, and promotion criteria.

The USPS Training Activities Reporting System (TARS) was developed to document training and development experiences of postal workers. Data are collected each accounting period, input to computer and readily accessed. Specific data that can be accessed include:

- On-the-clock and off-the-clock training hours
- Course completions and average time for completion
- Isolation of training by program and/or occupational group

In the Management Sectional Centers, Postal Employee Development Center (PEDC) managers train employees to meet local occupational and vocational needs in specialty areas such as welding, plumbing, etc. PEDC managers maintain liaison with local colleges and junior colleges to assist employees with occupational training selection.

Enabling Authority

Postal Reorganization Act of 1971

Coding Structure

CSC Handbook of Occupational Groups and Series of Classes

Principal Users

- Internal
- Office of Personnel Management
- Department of Labor--Unemployment Insurance data
- Postal Unions
- Congressional Committees

Department

UNITED STATES
POSTAL SERVICE

Bureau or Agency

Employee and Labor Relations Group (cont'd)

Major Publications

Personnel Handbooks, P-1, P-4 (updated periodically)

Contact

Thomas Vanik
USPS, Employee and Labor
Relations Group
Room 9515
475 L'Enfant Plaza West, S.W.
Washington, D.C. 20260
202-245-4652

Department

VETERANS ADMINISTRATION

Bureau or Agency

Education and Rehabilitation Service

Synopsis of Occupational Information Development and/or Use

The Education and Rehabilitation Service obtains information on occupations from many sources including the Department of Labor, professional journals, Chronical Occupational Briefs (Marovia, NY), Science Research Associates (Chicago, IL), and the American Personnel and Guidance Association. Occupational information is used in Regional Offices and at the central office to facilitate vocational and educational counseling of eligible veterans and their spouses, sons, and daughters.

College and technical school catalogs, pamphlets about training and educational institutions, the *College Blue Book*, publications from the College Entrance Examination Board and the American Council on Education, and other resource books (*Lovejoy's Vocational School Guide* and *American Junior Colleges*) are available in the counseling and rehabilitation units in field stations.

The field stations work with State Approving Agencies to conduct a biennial survey of vocation (non-degree) schools which participate in the GI Bill. National data are compiled in the Veterans Administration's (VA) Office of Reports and Statistics on approximately 7,3000 non-degree schools approved for veterans' training. VA counselors assist veterans at each Regional Office in acquiring needed information on available education and training programs.

The Occupational Outlook Handbook, *Occupational Outlook Quarterly*, *Dictionary of Occupational Titles* and *Occupations-In-Demand* provide occupational information and supply and demand data.

Enabling Authority

38 U.S.C. 34; Section 1663

Coding Structure

D.O.T.

Principal Users

- Counseling psychologists
- Veterans
- School libraries
- School counselors

Bureau or Agency

Education and Rehabilitation Service (cont'd)

Major Publications

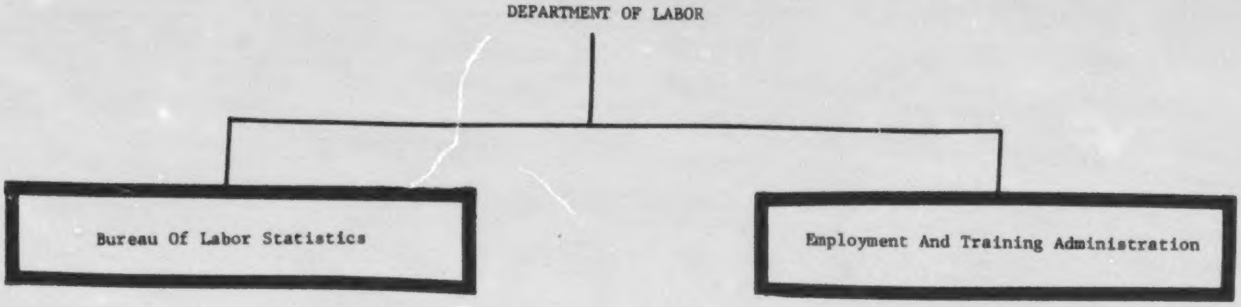
- Information pamphlets, as needed
- Study of Vocational Objective Programs Approved for the Enrollment of Veterans, Senate Committee Print #23, 7-22-78
- Occupational pamphlets from the Department of Medicine and Surgery include:
    - Nursing
    - Practical Nursing
    - Pharmacists
    - Medical Technician
    - Psychologists
    - Librarians
    - Legal specialists
    - Cafeteria and retail management careers
    - Technical and clerical careers
    - Trade and labor careers
- Pamphlets from the Office of Personnel include:
    - Administrative careers
    - Careers for women

Contact

Dr. C. Robert Lawson (222A)
Veterans Administration
Education and Rehabilitation Service
810 Vermont Avenue, N.W.
Washington, D.C. 20420
202-389-2772

6. AIDS FOR ACCESSING INFORMATION

EXHIBIT I(1)
NOICC SIGNATORY
AGENCIES AND COMPONENT
PROGRAMS


DEPARTMENT OF LABOR
Bureau Of Labor Statistics
Employment And Training Administration

- Area Wage Surveys
- Employment and Unemployment Analysis
- Employment in Nonagricultural Establishments, 790 Program
- Hours and Earnings, 790 Program
- Industry Surveys
- Insured Unemployment Statistics
- Labor Force Studies
- Labor Turnover Statistics, 1219 Program
- Local Area Employment and Unemployment Statistics (LAUS)
- Medium and Long Range Projections of U.S. Economic Growth and Industry Distribution of Demand, Output, and Employment
- Municipal Government Occupational Surveys
- Occupational Employment Statistics (OES)
- Occupational Injuries and Illnesses Survey
- Occupational Outlook
- Professional, Administrative, Technical and Clerical Surveys (PATC)
- Projections of Employment by Occupation
- Supplementary Data System (SDS)
- Union Wage Rates and Hours

- Career Information Systems (CIS) Grants
- Comprehensive Employment and Training Programs
- Continuous Longitudinal Manpower Survey (CLMS)
- Employment Service
- Employment Service Automated Reporting System (ESARS)
- Handicapped, Program for the
- Indian Program
- Job Bank/Job Flo
- Job Corps
- Labor Market Information (LMI)
- Migrant and Seasonal Farm Worker Program
- National Apprenticeship Program; State and National Apprenticeship Service
- Occupational Analysis Field Centers/Special Project
- Older Workers, Employment Services for
- Older Workers, Programs for
- Offenders, Employment and Training Programs for
- Research and Development
- Rural Employment and Training Services
- State and National Apprenticeship System (SNAPS)
- Unemployment Insurance Programs
- Unemployed Insurance Service
- Veterans Employment Programs
- Work Incentive Program (WIN)
- Youth, Employment and Training Programs for

EXHIBIT I(2)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

National Center For Education Statistics

- Adult and Continuing Education in Institutions of Higher Education
- Adult Basic Education Program Statistics
- Adult Education by Home Study
- Analysis of Schools Offering Occupational Training
- Biennial Survey of Education and Occupational Status of Recent College Graduates
- Characteristcs of Dropouts
- College and University Degree Programs for Training of Adult Educators
- College and University Libraries
- Common-Core-of-Data (CCD)
- Condition of Education Report
- Earned Degrees and Other Formal Awards Conferred
- Education Statistics Information Access System (EDSTAT)
- Education Directory-Universe of Public School Systems
- Elementary-Secondary General Information Survey (ELSEGIS)
- Employees in Higher Education
- Financial Statistics of Institutions of Higher Education, State Data
- Free Universities and Learning Referral Centers
- Higher Education General Information Survey (HEGIS)
- Information Services and Publications
- Institutional Characteristics of Colleges and Universities
- Intercounty Data on Educational Outcomes
- Inventory of College and University Physical Facilities
- Language Minority Statistics
- Library Manpower Study: Supply and Demand
- Local Education Agency Report on Staff and Pupils
- National Longitudinal Study
- National Survey of the Preservice Preparation of Teachers
- Occupational Education Directories
- Occupational Education: Teacher and Student Characteristics
- Opening Fall Enrollment
- Participation in Adult Education
- Programs and Enrollments in Noncollegiate Postsecondary Schools
- Projection Services and Publications
- Public School Libraries/Media Centers
- Residence and Migration of College Students
- School Staffing Survey
- Statistics of Public Elementary and Seconary Day Schools
- Terminology Handbook: Terms and Definitions About Students in Postsecondary Education
- Terms, Definitions and Classification for Educational Subject Matter
- Universe of Public Elementary and Secondary Day Schools
- Vocational Education Data System (VEDS)

Office Of Education

- Adult Education Program
- Assistance to States
- Bilingual Vocational Training
- Career Education Program
- Community, Service and Continuing Education (CSCE) Program
- Disadvantaged Students, Special Services for
- Educational Information Centers (EIC's)
- Educational Opportunity Centers (EOC's)
- Home Economics Education
- Indian Tribes and Indian Organizations, Contract Program for
- Innovation and Development
- Media Services
- National Center for Research in Vocational Education (NCRVE)
- Personnel Preparation
- Program Improvement Projects of National Significance
- Program Support
- Talent Search
- Training and Development Programs for Vocational Education Personnel
- Unemployed Youth
- Upward Bound

Office Of The Assistant Secretary For Education

Fund for the Improvement of Postsecondary Education

National Institute Of Education

- Dissemination and Improvement of Practice
- Educational Policy Organization
- National Assessment of Educational Progress (NAEP)
- Teaching and Learning

BUREAU OF LABOR STATISTICS

EXHIBIT II (1)
CONTRACT LIST FOR
SIGNATORY AGENCIES

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Office of Current Employment Analysis	Employment and Unemployment Analysis	John Bregger Room 3826 441 G Street, NW Washington, D.C. 20212 202-523-1944
	Labor Force Studies	Paul Flaim Room 3826 441 G Street, NW Washington, D.C. 20212 202-523-1821
Office of Employment Structure and Trends	Employment in Non-agricultural Establishments, 790 Program	Joseph Finerty Room 2084 441 G Street, NW Washington, D.C. 20212 202-523-1461
	Hours and Earnings, 790 Program	Joseph Finerty Room 2084 441 G Street, NW Washington, D.C. 20212 202-523-1461
	Labor Turnover Statistics, 1219 Program	Carol Utter Room 2089 441 G Street, NW Washington, D.C. 20212 202-523-1146
	Insured Unemployment Statistics	Carol Utter Room 2089 441 G Street, NW Washington, D.C. 20212 202-523-1146
	Occupational Employment Statistics (OES)	Brian MacDonald Room 2488D 441 G Street, NW Washington, D.C. 20012 202-523-1636

BUREAU OF LABOR STATISTICS

EXHIBIT II (2)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Office of Employment Structure and Trends (cont'd)	Occupational Outlook	Neal Rosenthal Room 2913 441 G Street, NW Washington, D.C. 20012 202-523-1765
	Projections of Employment by Occupation	Brian MacDonald Room 2488 D 441 G Street, NW Washington, D.C. 20212 202-523-1636
	Local Area Employment and Unemployment Statistics (LAUS)	Martin Ziegler Room 2089 441 G Street, NW Washington, D.C. 20212 202-523-1919
Wages and Industrial Relations	Area Wage Surveys	Kenneth Hoffman Room 4077-C 441 G Street, NW Washington, D.C. 20212 202-523-1536
	Industry Surveys	Martin E. Personick Room 4077-E 441 G Street, NW Washington, D.C. 20212 202-523-1309
	Professional, Administrative, Technical, and Clerical Surveys (PATC)	William M. Smith Room 4079 441 G Street, NW Washington, D.C. 20212 202-523-1570
	Union Wage Rates and Hours	Martin E. Personick Room 4007-E 441 G Street, NW Washington, D.C. 20212 202-523-1309
	Municipal Government Occupational Surveys	Charles Field Room 4007 441 G Street, NW Washington, D.C. 20212 202-523-1570

BUREAU OF LABOR STATISTICS

EXHIBIT II (3)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Occupational Safety and Health Statistics	Occupational Injuries and Illnesses Survey	William Mead Room 4319 C 200 Constitution Avenue, NW Washington, D.C. 20210 202-523-9275
	Supplementary Data System (SDS)	Norman Root Room C 4311 200 Constitution Avenue, NW Washington, D.C. 20210 202-523-9281
Economic Growth	Medium and Long-Range Projections of U.S. Economic Growth and Industry Distribution of Demand, Output, and Employment	Charles Bowman Room 4863 441 G Street, NW Washington, D.C. 20212 202-523-9037

EMPLOYMENT AND TRAINING ADMINISTRATION

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Bureau of Apprenticeship and Training	National Apprenticeship Program, State and National Apprenticeship System	Robert McConnon Room 5000 601 D Street, NW Washington, D.C. 20213 202-376-6585
United States Employment Service	Employment Service	William Lewis Room 8000 601 D Street, NW Washington, D.C. 20213 202-376-6289
	Program for the Handicapped	Ms. Doris Woolley Room 8111 601 D Street, NW Washington, D.C. 20213 202-376-6910
	Job Bank/Job Flo	James Klein Job Bank Room 8028 601 D Street, NW Washington, D.C. 20213 202-376-6890

EMPLOYMENT AND TRAINING ADMINISTRATION

EXHIBIT II (4)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
United States Employment Service (cont'd)	Job Bank/Job Flo (cont'd)	Gregory Gross Job Flo Room 8416 601 D Street, NW Washington, D.C. 20213 202-376-7014
	Migrant and Seasonal Farmworker Program	Aaron Bodin Room 8410 601 D Street, NW Washington, D.C. 20213 202-376-6295
	Occupational Analysis Field Centers/ Special Project	Ms. Beatrice O'Bryant Room 8402 601 D Street, NW Washington, D.C. 20213 202-376-6485
	Employment Services for Older Workers	Ms. Doris Woolley Room 8111 601 D Street, NW Washington, D.C. 20213 202-376-6910
	Programs for Older Workers	Ms. Doris Woolley Room 8111 601 D Street, NW Washington, D.C. 20213 202-376-6910
	Rural Employment and Training Services	Phil Tanton Room 8118 601 D Street, NW Washington, D.C. 20213 202-376-6818
Office of Management Information Systems	Employment Service Automated Reporting System (ESARS)	Kenneth Fogash Room 4400 601 D Street, NW Washington, D.C. 20213 202-376-6410

EMPLOYMENT AND TRAINING ADMINISTRATION

EXHIBIT [illegible]I (5)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Office of Management Information Systems (cont'd)	State and National Apprenticeship System (SNAPS)	Ms. Ruth Dyson Room 3122 601 D Street, NW Washington, D.C. 20213 202-376-6136
Office of Comprehensive Employment Development	Comprehensive Employment Training Programs	Robert Anderson Room 5014 601 D Street, NW Washington, D.C. 20213 202-376-6254
	Employment and Training Programs for Offenders	Huey Long Room 5328 601 D Street, NW Washington, D.C. 20213 202-376-6773
	The Work Incentive Program (WIN)	Sheldon Bloom Room 5100 601 D Street, NW Washington, D.C. 20213 202-376-6377
Office of National Programs	The Indian Program	Lamond Godwin Room 6402 601 D Street, NW Washington, D.C. 20213 202-376-6093
Office of Policy, Evaluation and Research	Research and Development	Dr. Howard Rosen Room 9100 601 D Street, NW Washington, D.C. 20213 202-376-7335
	Career Information Systems Grants	Gerald Smith Room 9122 601 D Street, NW Washington, D.C. 20213 202-376-7264

EMPLOYMENT AND TRAINING ADMINISTRATION

EXHIBIT II (6)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Office of Policy, Evaluation and Research (cont'd)	Labor Market Information (LMI)	Sam Hirabayashi Room 9304 601 D Street, NW Washington, D.C. 20213 202-376-7392
	Continuous Longitudinal Manpower Survey (CLMS)	Jaime Salgado Room 5402 601 D Street, NW Washington, D.C. 20213 202-376-7442
Unemployment Insurance Service	Unemployment Insurance Programs	Robert Edwards Room 7000 601 D Street, NW Washington, D.C. 20213 202-376-7032
	Unemployment Insurance Service	Bob Brinkman Room 7403 601 D Street, NW Washington, D.C. 20213 202-376-7060
Office of the Deputy Assistant Secretary for Veterans Employment	Veterans Employment Programs	Dr. Dennis Wyant Room 10008 601 D Street, NW Washington, D.C. 20213 202-376-7480
Office of Youth Programs	Employment and Training Programs for Youth	Robert Taggart Room 6000 601 D Street, NW Washington, D.C. 20213 202-376-2646
	Job Corps	Raymond Young Room 6000 601 D Street, NW Washington, D.C. 20213 202-376-2646

NATIONAL CENTER FOR EDUCATION STATISTICS

EXHIBIT II (7)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Office of the Administrator	National Survey of the Preservice Preparation of Teachers	Ms. Shirley Steele Room 3003 400 Maryland Avenue, SW Washington, D.C. 20202 202-472-5123
	Terminology Handbook: Terms and Definitions About Students in Postsecondary Education	John Putnam Room 3001 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8548
	Terms, Definitions and Classification for Educational Subject Matter	John Putnam Room 3001 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8548
Division of Elementary and Secondary Education Surveys (DESES)	Local Education Agency Report on Staff and Pupils (Universe)	Warren Hughes Room 3009 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8245
	Universe of Public Elementary and Secondary Day Schools	Warren Hughes Room 3009 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8245
	Statistics of Public Elementary and Secondary Day Schools	Ms. Betty Foster Room 3017 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8501
	Biennial Survey of Education and Occupational Status of Recent College Graduates	A. Stafford Metz Room 3023 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-3236

NATIONAL CENTER FOR EDUCATION STATISTICS

EXHIBIT II (8)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Division of Elementary and Secondary Education Surveys (cont'd)	Language Minority Statistics	Dorothy Waggoner Room 3031 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-3397
	College and University Degree Programs for Training of Adult Educators	Evelyn Kay Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8340
	Education Directory - Universe of Public School Systems	Warren Hughes Room 3009 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8245
	Occupational Education: Teacher and Student Characteristics	Evelyn Kay Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8340
	School Staffing Survey	A. Stafford Metz Room 3023 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-3236
Division of Postsecondary and Vocational Education Surveys (DPVES)	Vocational Education Data System (VEDS)	Dr. Robert Morgan Room 2175 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8182
	Adult Basic Education Program Statistics	Sylvester H. Cain Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8340

NATIONAL CENTER FOR EDUCATION STATISTICS

EXHIBIT II (9)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Division of Post-secondary and Vocational Education Surveys (cont'd)	Participation in Adult Education	Ruth Boaz Room 3073 400 Maryland Avenue, SW Washington, D.C. 20202 202-472-5814
	Occupational Education Directories	Evelyn Kay Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8340
	Programs and Enrollments in Noncollegiate Postsecondary Schools	Evelyn Kay Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8340
	Adult Education by Home Study	Sylvester H. Cain Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8340
	Free Universities and Learning Centers 1978	Robert Calvert Jr. Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8340
	Analysis of Schools Offering Occupational Training	Robert Calvert, Jr. Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8340
	Opening Fall Enrollment	Andrew Pepin Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8340

EXHIBIT II (10)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Division of Post-secondary and Vocational Education Surveys (cont'd)	Inventory of College and University Physical Facilities	Dr. Richard Peterson Room 3073 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8392
	Adult and Continuing Education in Institutions of Higher Education	Robert Calvert, Jr. Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8340
	Institutional Characteristics of Colleges and Universities	Art Podolsky Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8392
	Earned Degrees and Other Formal Awards Conferred	Dr. Stanley V. Smith Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8392
	Employees in Higher Education	Carolyn Smith Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8392
	Residence and Migration of College Students	Richard Peterson Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8392
	Financial Statistics of Institutions of Higher Education, State Data	Norman Brandt Room 3071 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8392

NATIONAL CENTER FOR EDUCATION STATISTICS

EXHIBIT II (11)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Division of Multi-level Education Statistics	1980 Library Manpower Study: Supply and Demand	Helen Eckard Room 3147 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8638
	Public School Libraries/ Media Centers	Helen Eckard Room 3147 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8638
	Characteristics of Dropouts	Absalom Simms Room 3147 400 Maryland Avenue, SW Washington, D.C. 20202 202-472-5191
	Intercounty Data on Educational Outcomes	Logan Osterndorf Room 3143 400 Maryland Avenue, SW Washington, D.C. 20202 202-472-5190
	National Longitudinal Study	Fran Malone Room 3147 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-3366
	College and University Libraries	Richard Bentley Room 3151 400 Maryland Avenue, SW Washington, D.C. 20202 202-472-5977
Division of Statistical Services (DSS)	Information Services and Publications	Vance Grant Room 3055 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8511

NATIONAL CENTER FOR EDUCATION STATISTICS

EXHIBIT II (12)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Division of Statistical Services (cont'd)	Education Statistics Information Access System (EDSAT)	Robert Yuill Room 3033 7th and D Street, SW Washington, D.C. 20202 202-245-8760
	Condition of Education Report	Ms. Valena White Plisko Room 3061 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8053
	Projection Services and Publications	Martin Frankel Room 3060 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8744

OFFICE OF EDUCATION

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Office of the Assistant Secretary for Education	Fund for the Improvement of Postsecondary Education	Ms. Diana Hayman Room 3123 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8102
	Unemployed Youth	Lynn DeMeester Room 3123 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-8091
Office of Career Education	Career Education Program	Kenneth Hoyt Room 3100 7th and D Street, SW Washington, D.C. 20202 202-245-2284
Division of Assistance to States, Bureau of Education for the Handicapped	Assistance to States	Ray Simches Room 4046 400 6th Street, SW Washington, D.C. 20202 202-472-2263

OFFICE OF EDUCATION

EXHIBIT II (13)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Division of Innovation and Development, Bureau of Education for the Handicapped	Innovation and Development	Dr. Gary L. McDaniels Room 3115 400 6th Street, SW Washington, D.C. 20202 202-472-1653
Division of Media Services, Bureau of Education for the Handicapped	Media Services	Leroy Goodman Room 4853 400 6th Street, SW Washington, D.C. 20202 202-472-1494
Division of Personnel Preparation, Bureau of Education for the Handicapped	Personnel Preparation	Jasper Harvey Room 4808 400 6th Street, SW Washington, D.C. 20202 202-245-9886
Division of Student Services and Veterans Programs, Bureau of Higher and Continuing Education	Educational Opportunity Center (EOC)	Ms. Velma L. Monteiro Room 3514 7th and D Street, SW Washington, D.C. 20202 202-245-2511
	Special Services for Disadvantaged Students	Ms. Velma L. Monteiro Room 3514 7th and D Street, SW Washington, D.C. 20202 202-245-2511
	Talent Search	Ms. Velma L. Monteiro 7th and D Street, SW Washington, D.C. 20202 202-245-2511
	Upward Bound	Ms. Velma L. Monteiro Room 3514 7th and D Street, SW Washington, D.C. 20202 202-245-2511

OFFICE OF EDUCATION

EXHIBIT II (14)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Division of Training and Facilities, Bureau of Higher and Continuing Education	The Community Service and Continuing Educa-Education (CSCE) Program	Dr. James Robison Room 3717 7th and D Street, SW Washington, D.C. 20202 202-245-9868
	Educational Information Centers (EIC)	Charles Griffith Room 4052 7th and D Street, SW Washington, D.C. 20202 202-245-2671
Division of Adult Education, Bureau of Occupational and Adult Education	Adult Education Program	Paul V. Delker Room 5056 400 Maryland Avenue, SW Washington, D.C. 20202 202-245-2774
Division of Research and Demonstration, Bureau of Occupational and Adult Education	Program Improvement Projects of National Significance	Howard J. Hjelm Room 5042 7th and D Street, SW Washington, D.C. 20202 202-245-9634
	Training and Development Programs for Vocational Education Personnel	Dr. Duane Nielsen Room 5640 7th and D Street, SW Washington, D.C. 20202 202-245-9793
	National Center for Research in Vocational Education	Paul Manchak Room 5018 7th and D Street, SW Washington, D.C. 20202 202-245-2617
	Bilingual Vocational Training	Dr. Doris Gunderson Room 5026 7th and D Street, SW Washington, D.C. 20202 202-245-2614
	Contract Program for Indian Tribes and Indian Organizations	Dr. Doris Gunderson Room 5026 7th and D Street, SW Washington, D.C. 20202 202-245-2614

OFFICE OF EDUCATION

EXHIBIT II (15)

Office or Division	Program Name	Contact Name, Mailing Address and Telephone Number
Division of Vocational and Technical Education, Bureau of Occupational and Adult Education	Vocational Home Economics Education	Bertha King 7th and D Street, SW Washington, D.C. 20202 202-245-3478
	Program Support	Kent Bennion 7th and D Street, SW Washington, D.C. 20202 202-245-3465
Assistant Secretary of Education	Educational Policy Organization	Ms. Judy Cherrington Room 707B 1200 19th Street, NW Washington, D.C. 20208 202-254-5040
	Teaching and Learning	Ms. Lois-ellen Datta Room 819E 1200 19th Street, NW Washington, D.C. 20208 202-254-6000
	National Assessment of Educational Progress (NAEP)	Martin Milrod Room 832 1200 19th Street, NW Washington, D.C. 20208 202-254-5868
	Dissemination and Improvement of Practice	Paul Cawein Room 618 1200 19th Street, NW Washington, D.C. 20036 202-254-5310

EXHIBIT III (1)
CONTACT LIST FOR
NON-SIGNATORY AGENCIES

Department	Agency	Contact Name, Mailing Address and Telephone Number
AGRICULTURE	Economics, Statistics, and Cooperatives Service: (ESCS): Economics Unit	Robert Coltrane, Leader ESCS: Economics Unit U.S. Department of Agriculture Room 1441 Washington, D.C. 20250 202-447-8621
	ESCS: Statistics Unit	Fred Thorp ESCS: Statistics Unit Room 5865 S U.S. Department of Agriculture Washington, D.C. 20250 202-447-3570
	ESCS: Cooperatives Unit	Clark Kirkman ESCS: Cooperatives Unit Room 550 GHI U.S. Department of Agriculture Washington, D.C. 20250 202-447-8934
CIVIL AERONAUTICS BOARD	Office of the Comptroller	Sam Scolaro Office of the Comptroller Civil Aeronautics Board Room 501 1825 Connecticut Avenue, NW Washington, D.C. 20036 202-673-6017
COMMERCE	Bureau of the Census	Dr. Lloyd V. Temme Bureau of the Census Washington, D.C. 20233 301-763-2825
	Bureau of Domestic Business Development	Peter Reynolds Department of Commerce Room 3800 Washington, D.C. 20230 202-377-3176
	Bureau of Economic Analysis, Regional Economic Measurement Division	David Cartwright Department of Commerce Room 319, Mail Route BE-55 1401 K Street, NW Washington, D.C. 20230 202-523-0966

EXHIBIT III (2)

Department	Agency	Contact Name, Mailing Address and Telephone Number
COMMERCE (cont'd)	Economic Development Administration (EDA), Office of Economic Research	Paul Braden EDA, Office of Economic Research Room 6018 14th and Constitution Avenue, NW Washinton, D.C. 20230 202-377-4085
	U.S. Maritime Administration, Office of Maritime Manpower	Tom Riley Office of Maritime Manpower Department of Commerce Room 3069 Washington, D.C. 20230 202-377-5653
DEFENSE	Army Personnel Department	Colonel Bruce Cleaver DAPE-PBM Room 2C-744 Pentagon Washington, D.C. 20310 202-325-0490
	Defense Manpower Data Center	Alex Sinaiko Defense Manpower Data Center Department of Defense 300 N. Washington Street Alexandria, VA 22314 202-325-0490
ENERGY	Labor Affairs and Manpower Assessment Division	Ms. June Chewning Office of Education, Business and Labor Affairs Department of Energy (Mail Station 8-G-031) Washington, D.C. 20585 202-252-5931
ENVIRONMENTAL PROTECTION AGENCY	Executive and Management Development Program	Ken Wright Environmental Protection Agency (PM 212) 401 M Street, SW Washington, D.C. 20460 202-755-3988
	Municipal Operations and Training Division (MOTD)	Morton Ettlestein Environmental Protection Agency (WH 596) 401 M Street, SW Washington, D.C. 20460 202-426-8706

EXHIBIT III (3)

Department	Agency	Contact Name, Mailing Address and Telephone Number
ENVIRONMENTAL PROTECTION AGENCY (cont'd)	National Workforce Development Staff	Jeff Meetre (RD-680) Environmental Protection Agency Room 3105 401 M Street, SW Washington, D.C. 20460 202-755-2937
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	Information Branch, Office of Management and Finance	James Neal Chief, Information Branch Office of Management and Finance EEOC 2401 E Street, NW Room 3201 Washington, D.C. 20506 202-634-6474
FEDERAL COMMUNICATIONS COMMISSION	Industry Equal Employment Opportunity Unit	Lionel Monagas Chief, Industry EEO Unit Federal Communications Commission Room 646 1919 M Street, NW Washington, D.C. 20554 202-632-6460
FEDERAL RESERVE BOARD	Wages, Prices and Productivity Section, Division of Research and Statistics	Ms. Joyce Zickler Federal Reserve Board Room B3262 Washington, D.C. 20551 202-452-2475
HEALTH, EDUCATION AND WELFARE	National Institutes of Health (NIH), Office of Extramural Research and Training	Dr. William Batchelor Acting Research Manpower Office Room 117 NIH, Bldg. 1 Bethesda, MD 20205 301-496-1963
	NIH, Division of Program Analysis	Dr. Solomon Schneyer, Director Division of Program Analysis Room 228 NIH, Bldg 1 Bethesda, MD 20205 301-496-1314

EXHIBIT III (4)

Department	Agency	Contact Name, Mailing Address and Telephone Number
HEALTH, EDUCATION AND WELFARE (cont'd)	National Institutes of Health (NIH), Manpower Analysis Branch	George Bowden Division of Resources Analysis Room 1B58 NIH, Bldg. 31 Bethesda, MD 20205 301-496-5011
	Office of Safety and Occupational Health	Leland S. McCants Acting Director Office of Safety and Occupational Health (OFE) Room 4729, North Bldg. Washington, D.C. 20201 202-472-4763
	Office of Human Development Services (OHDS), Administration for Public Services	Bill Riley Mary Switzer Bldg. 330 C Street, SW Washington, D.C. 20201 202-245-1980
	OHDS, Administration on Aging	Ms. Lorraine Thompson Division of Manpower Resources Room 4268, North Bldg. Washington, D.C. 20201 202-472-3050
	OHDS, Rehabilitation Services Administration (RSA)	Lawrence Mars Rehabilitation Services Administration Mary Switzer Bldg. 330 C Street, SW Washington, D.C. 20201 202-245-0080
	National Institute of Mental Health (NIMH), Division of Biometry and Epidemiology	Ms. Nessa Meyer Division of Biometry and Epidemiology Room 18-C-26 5600 Fishers Lane Rockville, MD 20857 301-443-3343

EXHIBIT III (5)

Department	Agency	Contact Name, Mailing Address and Telphone Number
HEALTH, EDUCATION AND WELFARE (cont'd)	National Institute of Mental Health, Division of Manpower and Training Programs	Roger Robertson Division of Manpower and Training Programs Room 8-103 5600 Fishers Lane Rockville, MD 20857 301-443-2647
	National Institute on Drug Abuse, Division of Scientific and Program Information	Arnold Jackson Analytical Studies Branch Room 11-A-55 5600 Fishers Lane Rockville, MD 20857 301-443-4096
	Bureau of Health Manpower (BHM), Division of Associated Health Professions	Jerald McClendon BHM, Division of Associated Health Professions Room 5-41, Center Bldg. 3700 East-West Highway Hyattsville, MD 20782 301-436-6840
	BHM, Division of Dentistry	James Ake BHM, Division of Dentistry Room 5-41, Center Bldg. 3700 East-West Highway Hyattsville, MD 20782 301-436-6530
	BHM, Division of Manpower Analysis	Stuart Bernstein BHM, Division of Manpower Analysis Room 5-41, Center Bldg. 3700 East-West Highway Hyattsville, MD 20782 301-436-6308
	BHM, Division of Manpower Training Support	Dr. George Crocker BHM, Division of Manpower Training Support Room 4-50, Center Bldg. 3700 East-West Highway Hyattsville, MD 20782 301-436-6390

EXHIBIT III (6)

Department	Agency	Contact Name, Mailing Address and Telephone Number
HEALTH, EDUCATION AND WELFARE (cont'd)	Bureau of Health Manpower (BHM), Division of Medicine	Louis Steinberg BHM, Division of Medicine Room 4-44, Center Building 3700 East-West Highway Hyattsville, MD 20782 301-436-6580
	BHM, Division of Nursing	Ms. Jessie Scott, Director BHM, Division of Nursing Room 3-50, Center Bldg. 3700 East-West Highway Hyattsville, MD 20782 301-436-6314
	Bureau of Health Planning	Joseph Davis Bureau of Health Planning Room 5-22, Center Bldg. 3700 East-West Highway Hyattsville, MD 20782 301-436-6120
	National Center for Health Statistics (NCHS), Division of Health Manpower and Facilities Statistics	Dr. Charles M. Croner Chief, Technical Services Branch Division of Health Manpower and Facilities Statistics 3700 East-West Highway, Room 1-60 Hyattsville, MD 20782 301-436-8880
	NCHS, Division of Health Resources Utilization Statistics	Siegfried A. Hoermann Division of Health Resources Utilization Statistics Room 212 3700 East-West Highway Hyattsville, MD 20782 301-436-7114
INTERSTATE COMMERCE COMMISSION	Bureau of Accounts	James Bayne, Chief Section of Reports ICC, Bureau of Accounts 12th and Constitution Avenue, NW Washington, D.C. 20423 202-275-7331

EXHIBIT III (7)

Department	Agency	Contact Name, Mailing Address and Telephone Number
JUSTICE	Immigration and Naturalization Service	Ms. M. Cheryl Phillips Stephen Schroffel Statistics Branch Immigration and Naturalization Service Room 5020 425 I Street, NW Washington, D.C. 20536 202-633-3053 (Phillips) 202-633-3059 (Schroffel)
	Law Enforcement Assistance Administration	Dr. Charles Kindermann Statistics Division, NCJISS 633 Indiana Avenue, NW Washington, D.C. 20531 301-492-9070
LABOR	Employment Standards Administration, Construction Labor Demand System (CLDS)	William Hahn U.S. Department of Labor Room N 2423 200 Constitution Avenue, NW Washington, D.C. 20210 202-523-8739
	Mine Safety and Health Administration (MSHA), Office of Education and Training	John S. Curtis MSHA, Education and Training Room 522 4015 Wilson Blvd. Arlington, VA 22203 703-235-1335
	MSHA, Office of Technical Support	Jack Mulhern MSHA, Technical Support Room 913 4015 Wilson Blvd. Arlington, VA 22203 703-235-1590
	Women's Bureau	Ms. Velma Gilyard Economics Assistant Room S 3305 200 Constitution Avenue, NW Washington, D.C. 20210 202-523-6636

EXHIBIT III (8)

Department	Agency	Contact Name, Mailing Address and Telephone Number
LEGISLATIVE BRANCH	Congressional Budget Office, Fiscal Analysis Division	George Iden Congressional Budget Office 2nd and D Street, NW Washington, D.C. 20515 202-225-1472
	Subcommittee on Elementary, Secondary and Vocational Education	John Jennings Ms. Nancy Kober Rayburn Building, Room B346C Washington, D.C. 20515 202-225-4368 (Jennings) 202-225-4368 (Kober)
	Senate Subcommittee on Employment, Poverty, and Migratory Labor	Brad Mims Senate Annex, Immigration Bldg. Room A701 119 D Street, NE Washington, D.C. 20418 202-224-3968
NATIONAL ACADEMY OF SCIENCES		Dr. Betty Maxfield Room JH712 2101 Constitution Avenue, NW Washington, D.C. 20418 202-389-6528
NATIONAL ENDOWMENT FOR THE ARTS	Research Division	Thomas F. Bradshaw NEA, Research Division Room 1262 2401 E Street, NW Washington, D.C. 20506 202-634-7103
NATIONAL ENDOWMENT FOR THE HUMANITIES	Office of Planning and Policy Assessment	John Wooster NEH, Office of Planning and Policy Assessment (MS303) 806 15th Street, NW Washington, D.C. 20506 202-724-0344
NATIONAL SCIENCE FOUNDATION	Scientific and Technical Personnel Studies Section (STPSS)	Michael Crowley National Science Foundation 1800 G Street, NW Room L-611 Washington, D.C. 20550 202-634-4691

EXHIBIT III (9)

Department	Agency	Contact Name, Mailing Address and Telephone Number
NAVY	Office of Manpower, Reserve Affairs and Logistics	Dr. Richard Niehaus Pentagon, Room 4E-780 Washington, D.C. 20350 202-694-5855
OFFICE OF PERSONNEL MANAGEMENT (formerly Civil Service Commission)	Agency Compliance and Evaluation	James Anderson Office of Personnel Management Room 6441 1900 E Street, NW Washington, D.C. 20415 202-632-5416
OFFICE OF PERSONNEL MANAGEMENT	Intergovernmental Personnel Programs, Personnel Assistance Operations Section	Donald E. Acree Office of Personnel Management Room 2332 1900 E Street, NW Washington, D.C. 20415 202-632-6017
	Workforce Effectiveness and Development; Training and Leadership Division	Michael Miller Office of Personnel Management Training and Leadership Division (PPS) Room 7635 1900 E Street, NW Washington, D.C. 20415 202-632-5684
TRANSPORTATION	Federal Aviation Administration (FAA), Aviation Education Programs Division	Mervin Strickler FAA, Chief, Personnel Management Information and Analysis Branch (APT 20) Room 528 800 Independence Avenue, SW Washington, D.C. 20950 202-426-3711
	National Highway Traffic Safety Administration, Emergency Medical Services	Leo R. Schwartz, Chief EMS Branch Room 5118 400 7th Street, SW Washington, D.C. 20590 202-472-5440

EXHIBIT III (10)

Department	Agency	Contact Name, Mailing Address and Telephone Number
UNITED STATES POSTAL SERVICE	Employee and Labor Relations Group	Thomas Vanik USPS, Employee and Labor Relations Group Room 9515 475 L'Enfant Plaza West, SW Washington, D.C. 20260 202-245-4652
VETERANS ADMINISTRATION	Education and Rehabilitation Service	Dr. C. Robert Lawson (222A) Veterans Administration Education and Rehabilitation Service 810 Vermont Avenue, NW Washington, D.C. 20420 202-389-2772

7. INDEX

EXHIBIT IV (1)

INDEX *

- Accessions, 41, 220, 238, 241
- Accident, injury, illness, 17, 23-25, 185, 222-223
- *Adult and Continuing Education in Institutions of Higher Education, 92*
- *Adult Basic Education Program Statistics, 83*
- *Adult Education Program, 133-135*
- *Adult Education by Home Study, 87*
- AGRICULTURE, Department of, 156-158
    - Economics, Statistics and Cooperatives Service (ESCS): Economics Unit, 156
    - ESCS: Statistics Unit, 157
    - ESCS: Cooperatives Unit, 158
- Aid to Families with Dependent Children (AFDC), 46-47
- Alien Address Report Cards, 214
- Allied and Public Health, 196, 200
- *Analysis of Schools Offering Occupational Training, 88-89*
- Apprenticeship, 28, 41, 59, 177
- *Area Wage Surveys, 16-17*
- *Assistance to States, 120*

- *Biennial Survey of Education and Occupational Status of Recent College Graduates, 74*
- *Bilingual Vocational Training, 140-141*
- Bureau of Labor Statistics (BLS), 1-27

- Career Education Incentive Act, 117
- *Career Education Program, 117-119*
- Career Information Systems (CIS) Grants, 50-51
- Catalog of Federal Domestic Assistance, 175
- Central Personnel Data File (CPDF), 168, 238, 241
- CIVIL AERONAUTICS BOARD, 159
    - Office of the Comptroller, 159
- *College and University Degree Programs for Training of Adult Educators, 76-77*
- *College and University Libraries, 105-106*
- COMMERCE, Department of, 160-166
    - Bureau of the Census, 160,161
    - Bureau of Domestic Business Development, Office of the Ombudsman, 162
    - Bureau of Economic Analysis, 163
    - Economic Development Administration, 164-165
    - Office of Maritime Manpower, 166
- Committee on Evaluation and Information Systems (CEIS), 70
- *Common-Core-of-Data (CCD), 69-74*
- Community Mental Health Centers (CMHC), 190
- *Community Service and Continuing Education (CSCE) Program, 129-131*
- *Comprehensive Employment Training Programs, 43-44*
- *Condition of Education Report, 110*
- Construction Labor Demand System (CLDS), 218
- Consumer and Homemaking Education, 144-146
- *Continuous Longitudinal Manpower Survey (CLMS), 53-54*

*CAPITAL LETTERS = Names of Departments; *Italic = Names of programs or services;*
Standard Type = General Information items

EXHIBIT IV (2)

INDEX

Cooperative Health Statistics Program (CHSS), 198, 209, 211
Crop Reporting Board, 157
Current Population Survey, 1, 2, 14, 84, 156, 160, 179, 231, 236

DEFENSE, Department of, 167-168
    Army Personnel Department, 167
    Defense Manpower Data Center, 168
Digest of Education Statistics, 107
Directory of Postsecondary Schools with Occupational Programs, 108
Disadvantaged Students, Special Services for, 61-62, 114, 125-126, 134
Dissemination and Improvement of Practice, 153-155
Dropouts, Characteristics of, 101

Earned Degrees and Other Formal Awards Conferred, 94-95
Education Directory - Universe of Public School Systems, 77
Education Statistics Information Access System (EDSTAT), 108-109
Educational Information Centers (EICs), 131-132
Educational Opportunity Centers (EOCs), 125
Educational Policy Organization, 148-149
Educational Resources Information Center (ERIC), 153
Elderly, 130, 187
Elementary-Secondary General Information Survey (ELSEGIS), 69-74, 108
Employees in Higher Education, 96-97
Employment and Training Administration (ETA), 28-64
Employment and Unemployment Analysis, 790 Program, 1-2
Employment in Nonagricultural Establishments, 5-6
Employment Service, 30-31
Employment Service Automated Reporting System (ESARS), 40
ENERGY, Department of, 169-170, 183
    Labor Affairs and Manpower Assessment Division, 169-171
ENVIRONMENTAL PROTECTION AGENCY, 172-176
    Executive and Management Development Program, 172
    Municipal Operations and Training Division, 173-174
    National Workforce Development Staff, 175-176
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, 177
    Information Branch, Office of Management and Finance, 177
Establishment Survey, 179

Farm Workers, hired, 156, 157
FEDERAL COMMUNICATIONS COMMISSION, 178
    Industry Equal Employment Opportunity Unit, 178
FEDERAL RESERVE BOARD, 179
    Wages, Prices and Productivity, 179
Federal Unemployment Tax Act (FUTA), 55
Financial Statistics of Institutions of Higher Education, 98
Free Universities and Learning Referral Centers, 87
Fund for the Improvement of Postsecondary Education, 112-114
Future Homemakers of America, 144

EXHIBIT IV (3)

INDEX

Handicapped, Program for the, 32, 90, 120, 121, 122, 123
Health and Safety Analysis Center, 222
Health Care Facilities, 190, 194, 209, 211
HEALTH, EDUCATION AND WELFARE, Department of, 65-155, 180-212
    National Center for Education Statistics (NCES), 65-111
    National Institute of Education (NIE), 148-155
    National Institutes of Health (NIH), Office of Extramural Research and Training, 180
    NIH, Office of Program, Planning and Evaluation (PPE); Division of Program Analysis, 181-182
    NIH, PPE, Division of Resources Analysis, 183-184
    Office of the Assistant Secretary for Management and Budget, Office of Safety and Occupational Health, 185
    Office of Education (OE), 112-147
    Office of Human Development Services, Administration for Public Services, 186
    Office of Human Development Services, Administration on Aging, 187
    Office of Human Development Services, Rehabilitation Services Administration, 188-189
    Public Health Services (PHS), Alcohol, Drug Abuse, and Mental Health Administration (ADAMHA), National Institute of Mental Health (NIMH), Division of Biometry and Epidemiology, 190-191
    PHS, ADAMHA, NIMH, Division of Manpower and Training Programs, 192-193
    PHS, ADAMHA, National Institute on Drug Abuse, Division of Scientific and Program Information, 194-195
    PHS, Human Resources Administration (HRA), Bureau of Health Manpower, Division of Associated Health Professions, 196-197
    PHS, HRA, Bureau of Health Manpower, Division of Dentistry, 198-199
    PHS, HRA, Bureau of Health Manpower, Division of Manpower Analysis, 200-201
    PHS, HRA, Bureau of Health Manpower, Division of Manpower Training Support, 202-203
    PHS, HRA, Bureau of Health Manpower, Division of Medicine, 204-205
    PHS, HRA, Bureau of Health Manpower, Division of Nursing, 206-207
    PHS, HRA, Bureau of Health Planning, 208
    PHS, National Center for Health Statistics (NCHS), Division of Health Manpower and Facilities Statistics, 209-210
    PHS, NCHS, Division of Health Resources Utilization Statistics, 211-212
Health Professions Student Loan Program, 202
Help through Industry Retraining and Employment (HIRE), 58
Higher Education General Information Survey (HEGIS), 89-98, 105, 108
Higher Education Survey Control File, 93
Home Economics Education, 144-146, 187
Hours and Earnings, 790 Program, 6-7

Indian Program, 48
Indian Tribes and Indian Organizations, Contract Program for, 141-142
Individualized Education Program, 122
Industry Employment Statistics, 790 Program, 5-6
Industry/Occupational Matrix, 10, 160
Industry Surveys, 18-19
Information Services and Publications, 107-108

EXHIBIT IV (4)

INDEX

Innovation and Development, 121
Institutional Characteristics of Colleges and Universities, 93
Instructional Resource Information System (IRIS), 173
Insured Unemployment Statistics, 8-9
Interagency Conference on Nursing Statistics (ICONS), 206
Intercountry Data on Educational Outcomes, 102
INTERSTATE COMMERCE COMMISSION, 213
    Bureau of Accounts, 213
Inventory of College and University Physical Facilities, 90-91

Job Bank, 33
Job Corps, 59, 63-64
Job Flo, 33
JUSTICE, Department of, 214-217
    Immigration and Naturalization Service, 214-215
    Law Enforcement Assistance Administration (LEAA), 216-217
        . National Criminal Justice Information and Statistics Service
        . Office of Criminal Justice Education and Training

LABOR, Department of, 1-64, 218-224
    Bureau of Labor Statistics (BLS), 1-27
    Employment and Training Administration (ETA), 28-64
    Employment Standards Administration, Construction Labor Demand System, 218-219
    Mine Safety and Health Administration (MSHA), Office of Education and Training, 220-221
    MSHA, Office of Technical Support, 222-223
    Women's Bureau, 224
Labor Force Studies, 2-4
Labor Market Information (LMI), 52-53
Labor Turnover Statistics, 1219 Program, 7-8
Language Minority Statistics, 75-76
LEGISLATIVE BRANCH, 225-227
    Congressional Budget Office, Fiscal Analysis Division, 225
    Congressional Committee on Education and Labor; Subcommittee on Elementary, Secondary, and Vocational Education, 226-227
    Congressional Committee on Human Resources; Subcommittee on Employment, Poverty, and Migratory Labor, 228
Library General Information Survey (LIBGIS), 100, 105
Library Manpower Study: Supply and Demand, 99
Local Area Employment and Unemployment Statistics (LAUS), 14-15
Local Education Agency Report on Staff and Pupils, 70-71

Media Services, 122
Medium and Long-Range Projections of U.S. Economic Growth and Industry Distribution of Demand, Output, and Employment, 26-27
Migrant and Seasonal Farm Worker Program, 34
Municipal Government Occupational Surveys, 21-22

NATIONAL ACADEMY OF THE SCIENCES, 183, 192, 229-230, 232
National Alliance of Businessmen (NAB), 59

EXHIBIT IV (5)

INDEX

National Apprenticeship Program, 28-29
National Assessment of Educational Progress (NAEP), 151-153
National Center for Education Statistics (NCES) 65-111
National Center for Research in Vocational Education (NCRVE), 139-140
National Council for the Humanities, 232
National Dissemination Network (NDN), 118
National Drug/Alcoholism Treatment Utilization Survey (NDATUS), 194
NATIONAL ENDOWMENT FOR THE ARTS, 231
    Research Division, 231
NATIONAL ENDOWMENT FOR THE HUMANITIES, 183, 229, 232-233
    Office of Planning and Policy Assessment, 232-233
National Environmental/Energy Workforce Assessment, 175
National Health Service Corps, 202
National Institute of Education (NIE), 148-155
National Longitudinal Study, 103-104
NATIONAL SCIENCE FOUNDATION, 183, 192, 229, 234-235
    Division of Science Resource Studies, Scientific and Technical Personnel Studies Section (STPSS), 234-235
National Survey of the Preservice Preparation of Teachers, 65-66
NAVY, 236-237
    Manpower, Reserve Affairs, and Logistics, 236-237
New and Expanding Occupations, 162

Occupational Analysis Field Centers/Special Project, 35-36
Occupational Education Directories, 35
Occupational Education: Teacher and Student Characteristics, 78-79
Occupational Employment Statistics (OES), 9-11
Occupational Home Economics Education, 144-146
Occupational Injuries and Illnesses Survey, 23-24
Occupational Outlook, 11-12
Occupational Outlook Handbook, 11, 12, 175, 248
Older Workers, Employment Services for, 36-37
Older Workers, Programs for, 37-38
Offenders, Employment and Training Programs for, 44-46
Office of Education (OE), 112-147
Opening Fall Enrollment, 89-90
OFFICE OF PERSONNEL MANAGEMENT, 238-242
    Agency Compliance and Evaluation, 238
    Intergovernmental Personnel Programs, Personnel Assistance Operations Section, 239-240
    Training and Leadership Division, Workforce Effectiveness and Development, 241-242

Participation in Adult Education, 84
Personnel Preparation, 123-124
Postal Employee Development Center (PEDC), 246
Professional, Administrative, Technical, and Clerical Surveys (PATC) 19-20
Program Improvement Projects of National Significance, 136-137

EXHIBIT IV (6)

INDEX

Program Support, 146-147
Programs and Enrollments in Noncollegiate Postsecondary Schools, 86
Projections of Employment by Occupation, 12-13
Projection Services and Publications, 111
Public School Libraries/Media Centers, 100

Relating Training to Occupational Needs (RETONE), 164
Research and Development (ETA), 49-50
Residence and Migration of College Students, 97
Rural Employment and Training Services, 39

School Staffing Survey, 79-80
Senior Community Service Employment Program (SCSEP), 37-38
Shortage, 159, 162, 200, 202, 206, 234
Standard Metropolitan Statistical Area (SMSA), 163, 216
State and National Apprenticeship System (SNAPS), 41-42
State Salary Survey, 239
Statistics of Public Elementary and Secondary Day Schools, 73-74
Supplementary Data System (SDS), 24-25
Survey of Income and Education (SIE), 231, 236

Talent Search, 127
Teaching and Learning, 150-151
Tennessee Valley Authority, 218
Terminology Handbook: Terms and Definitions About Students in Postsecondary Education, 66-67
Terms, Definitions and Classification for Educational Subject Matter, 68
Training and Development Programs for Vocational Education Personnel, 137-139
Training Activities Reporting System (TARS), 246
TRANSPORTATION, Department of, 243-245
    Federal Aviation Administration, Aviation Education Programs Division, 243-244
    National Highway Traffic Safety Administration, Emergency Medical Services Branch, 245
Turnover, 5, 7, 159, 172, 194

Unemployed Youth, 114-116
Unemployment Insurance Programs, 55-56
Unemployment Insurance Service, 55-57
Union Wage Rates and Hours, 20-21
UNITED STATES POSTAL SERVICE (USPS), 246-247
    Employee and Labor Relations Group, 246-247
Universe of Public Elementary and Secondary Day Schools, 72
Upward Bound, 128
Urban Observatory in Nashville, TN, 164

VETERANS ADMINISTRATION, 248-249
    Educational and Rehabilitation Service, 248-249
Veterans Employment Programs, 58-60
Vocational Education Data System (VEDS), 81-82

EXHIBIT IV (7)

INDEX

Vocational Home Economics Education, 144-145
Vocational Rehabilitation Management Information System, 189

WESTAT, Inc., 181,234
Women in Community Service (WICS), 64
Work Incentive Program (WIN), 46-47, 186

Youth, Employment and Training Programs for, 61-63
Youth Employment and Demonstration Projects Act (YEDPA), 61-62

☆ U. S. GOVERNMENT PRINTING OFFICE : 1979 O - 301-829